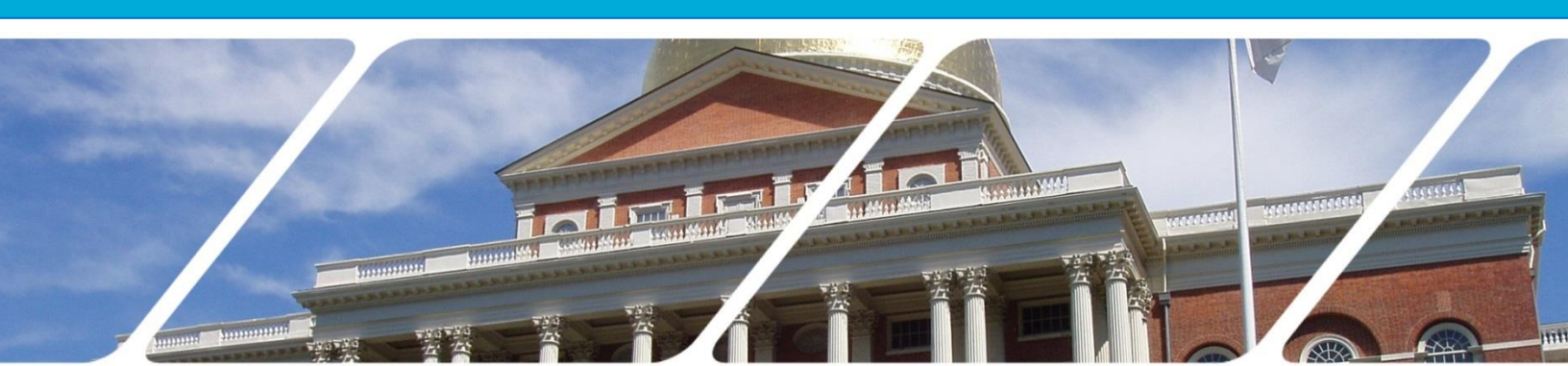


Buyer's Guide to Statewide Contracts

Commonwealth of Massachusetts

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This booklet is updated on a quarterly basis and is available on the [Operational Services Division website](http://www.mass.gov/osd) www.mass.gov/osd.

For updates to Statewide Contract information, visit [COMMBUYS](http://www.commbuys.com) at www.commbuys.com.

Why the Commonwealth Creates Statewide Contracts

What is the Operational Services Division (OSD)

When Commonwealth agencies, municipalities, and eligible entities combine their billions of dollars in buying power on commodities and services, Commonwealth purchasers receive better service delivery, technical assistance, and cost savings. Serving as the Commonwealth's central procurement agency, the OSD oversees this combining of purchases by providing public purchasers with more than 130 Statewide Contracts that represent best value in terms of price, quality, and service for commonly purchased commodities and services.

COMMBUYS

To oversee the Commonwealth's procurements, the OSD manages and enhances the Commonwealth's online market center, [COMMBUYS](#). All Executive Departments post their solicitations for goods and services valued at more than \$5,000 and the resulting contracts, if awarded, on [COMMBUYS](#).

All records posted on [COMMBUYS](#) are accessible to the public for free to promote transparency, increased competition among vendors, and elimination of bidding and contracting redundancy and administrative costs. All Commonwealth public entities can become [COMMBUYS](#) members for free by contacting the [COMMBUYS Help Desk](#).

The new system streamlines processes and stores all records online, ensuring a complete audit trail for all transactions. Buyers benefit from easier ordering and better pricing. Buyers can:

- ▼ Order directly online through eCatalogs using an improved, robust keyword search and filters for specific vendors and price ranges.
- ▼ Create requisitions with a full req-to-check process online (Executive Agencies only).
- ▼ Have access to better pricing with increased competition through a wider supplier community.

Additional information on [COMMBUYS](#) is available at www.mass.gov/COMMBUYS.

What is a Statewide Contract

A Statewide Contract is a written agreement between the Commonwealth of Massachusetts and awarded contractors to provide commodities and services for Commonwealth departments and [eligible entities](#). Agreements result from a competitive procurement process completed in accordance with [Procurement Regulations 801 CMR 21.00 requirements and guidelines](#) (utilizing the Strategic Sourcing Methodology) that includes:

- ▼ A fair, open, and competitive solicitation request for response (RFR) posted on [COMMBUYS](#).
- ▼ Electronic responses.
- ▼ A documented evaluation process.

Statewide Contracts are designed to reduce and simplify the administrative burden for department staff and vendors. The Statewide Contract duration varies. A typical Statewide Contract initial duration is one to two years with several one or two year renewal options for a total duration of three years. Renewals are not automatic, and the decisions regarding contract renewal are made by the Strategic Sourcing Services Team in accordance with the initial RFR.

What is on Statewide Contracts

Commodities on Statewide Contracts include, but are not limited to, copy paper, personal computers, food products, vehicles, tires, fuel, building materials, and medical supplies.

Services on Statewide Contracts include, but are not limited to, temporary staff, court reporting/transcription, foreign language interpreters, and trainers.

The OSD web site contains [a complete list of commodities and services available under each Statewide Contract](#).

Who can use Statewide Contracts

While all Executive Departments are required to use Statewide Contracts for purchases, these public and quasi-public purchaser eligible entities may use Statewide Contracts:

- ▼ Cities, towns, districts, counties, and other political sub divisions.
- ▼ Executive, legislative, and judicial branches of government including all departments and elected offices therein.
- ▼ Independent public authorities, commissions, and quasi-state agencies.
- ▼ Local public libraries, public school districts, and charter schools.
- ▼ Public hospitals owned by the Commonwealth.
- ▼ Public institutions of higher education.
- ▼ Public purchasing cooperatives.
- ▼ Non-profit, UFR-certified organizations that do business with the Commonwealth.
- ▼ Other states and territories with no prior approval by the state purchasing agent required.
- ▼ Other entities when designated in writing by the state purchasing agent.

Eligible entities may need to execute their own contract documents where appropriate but do not have to conduct a separate competitive procurement since all Statewide Contracts are the result of a competitive procurement.

Eligibility may vary from contract to contract, and eligible entities must refer to [Commonwealth of Massachusetts procurement laws](#) as well as internal policy for their particular entity.

How we develop Statewide Contracts

- ▼ A Strategic Sourcing Services Lead (SSSL) identifies the statewide need for a commodity or service based on past usage or future needs.
- ▼ OSD leaders designate an SSSL and the Strategic Sourcing Services Team, comprised of diverse professionals from eligible entities who have an interest and/or expertise in the commodity or service.
- ▼ The Team creates an RFR designed to cover the broadest base possible for identifying the commodities and/or services required.
- ▼ The SSSL posts the RFR on [COMMBUYS](#) for all interested parties to review.
- ▼ Vendors submit responses according to the instructions in the RFR.
- ▼ The SSSL and the Team review the RFRs based on the evaluation criteria developed prior to the review process.
- ▼ The SSSL and the Team award the Statewide Contract.

How we manage Statewide Contracts

The SSSL and the Strategic Sourcing Services Team manage Statewide Contracts (listed in [COMMBUYS](#), on the [OSD website](#), and in this book) – from negotiating contract terms, renewing contracts, collecting and analyzing performance measure data, and addressing issues and concerns. This structure ensures that such eligible entities as Commonwealth agencies, municipalities, and schools can access and receive the best quality of commodities and services available.

If you would like to be part of a Strategic Sourcing Services Team, contact the specific [Strategic Sourcing Services Lead](#) in charge of that Statewide Contract. Each team member's expertise and assistance is valued to make a Statewide Contract the best it can be in accordance with the defined needs of the represented stakeholders.

How You Benefit from Using Statewide Contracts

Save time and money. A recent study done by the National Association of State Procurement Officials shows that large, complex procurements can cost anywhere from \$85,000 to \$150,000. You'll save time and money when you leave negotiating to SSSLs. You'll reduce your administrative work because SSSLs handle the entire process: contract negotiations, ongoing contract management, and the evaluation process.

Get the best value. The Commonwealth has buying power. We purchase more than \$1 billion in goods and services annually to run our agencies and programs. We use that buying power to negotiate with vendors for best value in terms of price (including volume discounts and prompt pay discounts), quality, and service. When you get on board, we improve our buying power for future negotiations, getting you even better value on future Statewide Contracts.

Get better terms. We don't just consider price in negotiating the best contracts. We negotiate for better terms and conditions, delivery guarantees, top order-fulfillment priority, performance measures, and mandatory reporting when we negotiate your contracts.

How To Use Statewide Contracts

1. Is there a Statewide Contract for the commodity or service you need?

Use the following list to determine if the OSD might have a Statewide Contract for the commodity or service you seek:

Prefix	Category
CLT	Clothing and Footwear
ENE	Energy, Fuel and Utilities
FAC	Environmental Services, Facility Maintenance/Repair
FIR	Fire and EMS
GRO	Food and Groceries
HSP	Healthcare Products, Laboratory Products, Dental Products
HLS	Homeland Security
HSS	Human and Social Services
ITC	Information Technology Hardware
ITS	Information Technology Software & Services
ITT	Information Technology Telecommunications
LAW	Public Safety, Law Enforcement and Protection
MED	Medicine & Medical Services, Laboratory Services
OFF	Office, Recreation and Education
OVM	Vehicles, Transportation and Road Maintenance – Related Equipment & Supplies
PRF	Professional Services: Human Resources, Financial, Legal and Training
SSP	State Surplus Property
VEH	Vehicles, Transportation and Road Maintenance

2. Find the specific contract

Find the specific contract on this list, in order by:

- ▼ Contract number (alphabetical by category). All Statewide Contracts contain a prefix that reflects the general area of commodities and/or services they cover.
- ▼ Broad category (page 24).

For a more up-to-date list, visit the Commonwealth's online market center, [COMMBUYS](#).

Contract Number (alphabetical by category)

Contract Number	Title	Sourcing Lead	Email	Phone
CLT07	Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
DCP1113-HD1	Environmental Consulting and Engineering Services	Allen Wiggin	allen.wiggin@state.ma.us	617-720-4050
ENE31	Unleaded Gasoline	James Ferri	james.ferri@state.ma.us	617-720-3168
ENE32	Ultra Low Sulfur Diesel	James Ferri	james.ferri@state.ma.us	617-720-3168
ENE33	Bio-Diesel	James Ferri	James.Ferri@state.ma.us	617-720-3168
ENE34	No. 2 Heating Oil Contract	James Ferri	james.ferri@state.ma.us	617-720-3168
ENE35	Propane	James Ferri	james.ferri@state.ma.us	617-720-3168
ENE37	Electricity	James Ferri	james.ferri@state.ma.us	617-720-3168
ENE38	Natural Gas	James Ferri	james.ferri@state.ma.us	617-720-3168
ENE39	No. 4 & No. 6 Residual Heating Fuel	James Ferri	james.ferri@state.ma.us	617-720-3168
ENEFY15	Energy Contracts Pricing Index for FY2015	Sara Urato	Sara.urato@state.ma.us	617-720-3319
FAC33	Solid Waste and Recycling Services	Dana Cerrito	dana.cerrito@state.ma.us	617-720-3328
FAC59	Green Cleaning Products, Programs, Equipment & Supplies	Julia Wolfe	julia.wolfe@state.ma.us	617-502-8836
FAC61designatedDEP	Recycling Containers & Compost Bins	Dmitriy Nikolayev	dmitriy.nikolayev@state.ma.us	617-720-3351
FAC64	Security, Surveillance, Monitoring and Access Control Systems	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
FAC68designatedDCAM	Demand Response Services	Dmitriy Nikolayev	dmitriy.nikolayev@osd.state.ma.us	617-720-3351
FAC72	Security Services and Fence Rental	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
FAC73	Asbestos, Lead and Mold Analysis	Dmitriy Nikolayev	dmitriy.nikolayev@osd.state.ma.us	617-720-3351
FAC74	Pest Control Services	Dmitriy Nikolayev	dmitriy.nikolayev@osd.state.ma.us	617-720-3351
FAC76	Maintenance, Repair and Operations (MRO) Products, Supplies and Equipment	Dana Cerrito	dana.cerrito@state.ma.us	617-720-3328
FAC77	Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services	Sara Urato	sara.urato@state.ma.us	617-720-3319
FAC78	Moving Services and State Surplus Disposal Services	Peter Etzel	peter.etzel@state.ma.us	617-720-3397

Contract Number	Title	Sourcing Lead	Email	Phone
FAC79	Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products	Sara Urato	sara.urato@state.ma.us	617-720-3319
FAC80	Water Treatment Chemicals and Systems	Dana Cerrito	dana.cerrito@state.ma.us	617-720-3328
FAC81	Janitorial Services – Environmentally Preferable	Sara Urato	sara.urato@state.ma.us	617-720-3319
FAC82	Hazardous/Universal, Medical, and Electronic Waste Disposal and Emergency Response	Dana Cerrito	dana.cerrito@state.ma.us	617-720-3328
FAC83designatedDCA MM	Renewable /Alternative Energy Credit	Dave Lewis	dave.lewis@state.ma.us	617-727-4030
FAC88	Lawns & Grounds Equipment, Parts and Services	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
FIR03	Fire/EMS, Police Equipment & Supplies and Related Services and Repairs	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO27A	Catering Services	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO27B	Catering Services and Conference Space	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO27C	Catering Services, Conference Space and Hotel Room Accommodation	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO29	Foodservice Supplies & Equipment, Institutional Commercial Grade, Large & Small	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO30	Prime Grocers	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO32	Dairy Products	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO33	Baked Goods	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
GRO34	Bottled Water, Emergency Bottled Water, Water Filtration Services, Reverse Osmosis with available Services and Supplies	Betty Fernandez	betty.fernandez@state.ma.us	617-720-3133
HLS01	Hazardous Incident Response Equipment	Sara Urato	sara.urato@state.ma.us	617-720-3128
HLS02designatedMEM A	Disaster Debris Monitoring Services	Tina Urato	tina.urato@state.ma.us	508-820-1423
HLS03designatedMEM A	Disaster Debris Management Services	Tina Urato	tina.urato@state.ma.us	508-820-1423
HSP33	Medical Commodities	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
HSP34	Laboratory Supplies and Minor Equipment	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
HSP35	Laboratory Major Equipment, Furnishings and Related Services	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
HSP37	Gases, Cylinder - Related Equipment & Supplies	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
HSP38	Healthcare Equipment, Furniture, Furnishings and Related Services	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
HSP39	GPO for Medical Commodities & Equipment	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
ITC10DESIGNATEDITD 00	Firewall Software, Hardware, and Services	Annemarie Kates	annemarie.kates@state.ma.us	617-626-4437
ITC47	Information Technology Hardware, Project Management, Integration, and Maintenance	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
ITC49	IT Asset Term Leasing Services	Tim Kennedy	tim.kennedy@state.ma.us	617-720-3107
ITC54	Data Cable Products and Services	Tim Kennedy	tim.kennedy@state.ma.us	617-720-3107

Contract Number	Title	Sourcing Lead	Email	Phone
<u>ITS19</u>	<u>Oracle Software and Services Contract</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS41DESIGNATEDITD</u>	<u>IBM Software, Maintenance and Technical Support</u>	Annemarie Kates	Annemarie.Kates@state.ma.us	617-626-4437
<u>ITS42</u>	<u>Software Reseller RFR</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS48designatedITD</u>	<u>ESRI GIS Software and Services Contract</u>	Neil MacGaffey	neil.macgaffey@state.ma.us	617-619-5641
<u>ITS51DESIGNATEDITD</u>	<u>e-Discovery Services</u>	Greg Smith	greg.smith@state.ma.us	617-619-5694
<u>ITS52DESIGNATEDITD</u>	<u>IT Accessibility Services</u>	Sarah Bourne	sarah.bourne@state.ma.us	617-626-4502
<u>ITS53ProjServGIS</u>	<u>IT Services – Projects - Geographic Information Services</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS53ProjServSP</u>	<u>IT Services – Projects - Solution Providers</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS53ProjServTS</u>	<u>IT Services – Projects - Technical Specialists</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS53StaffAugCat1</u>	<u>IT Services – Staff Augmentation Full Service Contract</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS53StaffAugCat2a</u>	<u>IT Services - Staff Augmentation Very Low Overhead Contractors - 2a</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITS53StaffAugCat2b</u>	<u>IT Services - Staff Augmentation Very Low Overhead Contractors - 2b</u>	Marge MacEvitt	marge.macevitt@state.ma.us	617-720-3121
<u>ITT12DESIGNATEDITD</u>	<u>PBX Tenant Services (Shared Switch)</u>	Brad Steele	brad.steele@state.ma.us	617-626-4645
<u>ITT19DESIGNATEDITD 00</u>	<u>Remote Access and Virtual Private Networking Services</u>	Annemarie Kates	annemarie.kates@state.ma.us	617-626-4437
<u>ITT40</u>	<u>Two-Way Radio Systems, Equipment & Services</u>	Tim Kennedy	tim.kennedy@state.ma.us	617-720-3107
<u>ITT46</u>	<u>Network Services</u>	Jeanne Pestana	jeanne.pestana@state.ma.us	617-720-3105
<u>ITT50</u>	<u>Converged Voice and Data Communication Systems, Services and Equipment</u>	Jeanne Pestana	jeanne.pestana@state.ma.us	617-720-3105
<u>LAW09</u>	<u>Firearms, Ammunition, Related Training Products, Services and Accessories</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>LAW14</u>	<u>Body Armor Vests</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>MASSCORINDUSTRIES 001</u>	<u>MassCor Industries Contract for Various Commodities & Services</u>	Andrea Buccchanio	albucchanio@doc.state.ma.us	800-222-2211
<u>MED38</u>	<u>Pharmaceutical Prime Vendor</u>	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
<u>MED48</u>	<u>Pharmaceutical GPO</u>	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
<u>MED44</u>	<u>Reference Laboratory Services</u>	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
<u>MED46</u>	<u>Influenza Vaccine for the 2014 - 2015 Flu Season</u>	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
<u>OFF20</u>	<u>Office, School and Library Furniture, Accessories and Installation, Statewide</u>	Maryellen Osborne	maryellen.osborne@state.ma.us	617-720-3139
<u>OFF27</u>	<u>Document Solutions, Microfiche, Microfilm and Imaging Equipment, Software, Supplies and Services</u>	Maryellen Osborne	maryellen.osborne@state.ma.us	617-720-3139
<u>OFF30</u>	<u>Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies, Accessories and Related Services</u>	Tim Kennedy	tim.kennedy@state.ma.us	617-720-3107
<u>OFF30A</u>	<u>Box Sales of Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies and Accessories</u>	Tim Kennedy	tim.kennedy@state.ma.us	617-720-3107

Contract Number	Title	Sourcing Lead	Email	Phone
<u>OFF31</u>	<u>Small Package Delivery</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>OFF32</u>	<u>Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies</u>	Maryellen Osborne	maryellen.osborne@state.ma.us	617-720-3139
<u>OFF33</u>	<u>Print, Copy & Mail Services and Printed Promotional Products</u>	Lisa Baker	Lisa.Baker@state.ma.us	617-720-3112
<u>OFF35</u>	<u>Art & Instructional School Supplies</u>	Maryellen Osborne	maryellen.osborne@state.ma.us	617-720-3139
<u>OFF36</u>	<u>Office Supplies, Recycled Paper and Envelopes</u>	Maryellen Osborne	maryellen.osborne@state.ma.us	617-720-3139
OFF37	Postage and Mail Processing Equipment, Accessories, Services and Supplies	Maryellen Osborne	maryellen.osborne@state.ma.us	617-720-3139
<u>OVM08</u>	<u>Windshield and Glass Replacement for Vehicles</u>	Lana Gunaratne	lana.gunaratne@state.ma.us	617-720-3315
<u>OVM09</u>	<u>Short-term Rental of Various Light Duty Vehicles</u>	Betty Fernandez	betty.fernandez @state.ma.us	617-720-3133
<u>OVM10</u>	<u>Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles</u>	Lana Gunaratne	lana.gunaratne@state.ma.us	617-720-3315
<u>PRF46</u>	<u>Management Consultants, Program Coordinators and Planner Services</u>	Sorraia Tavares	Sorraia.tavares@state.ma.us	617-720-3304
<u>PRF48</u>	<u>Foreign Language Interpretation and Translation Services</u>	Sorraia Tavares	Sorraia.tavares@state.ma.us	617-720-3304
<u>PRF50</u>	<u>New Media, Marketing, and Advertising Services plus Event Planning</u>	Sorraia Tavares	Sorraia.tavares@state.ma.us	617-720-3304
<u>PRF51</u>	<u>Training Services</u>	Peter Etzel	peter.etzel@state.ma.us	617-720-3397
<u>PRF54</u>	<u>TELP</u>	Maryellen Osborne	maryellen.Osborne@state.ma.us	617-720-3139
<u>PRF55DesignatedOSC</u>	<u>Debt Collection Services</u>	Tim O'Neill	debtcollectioncontract@massmail.state.ma.us	617-973-2424
<u>PRF56DesignatedOSC</u>	<u>Audit, Accounting, Compliance, Security and Revenue Recovery (Information Management, Security, PCI Compliance)</u>	Howard Merkowitz	PRF56datasecurity@state.ma.us	617-973-2656
<u>PRF57</u>	<u>Enterprise Temporary Help Services; MHEC Contract #MC15-J03</u>	Sorraia Tavares	Sorraia.tavares@state.ma.us	617-720-3304
<u>SP13-VET-K80</u>	<u>Veterinary Services</u>	Cheri Lee	Cheri.lee@state.ma.us	508-820-2148
<u>SSP1202</u>	<u>Sale and Removal of Scrap Metals</u>	Paul Guerino	paul.guerino@state.ma.us	617-720-3146
<u>VEH77A</u>	<u>Scrap Tire Disposal Services</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>VEH83</u>	<u>New Tires, Retreads/ Retreading and Total Tire Management Program</u>	Lalana Gunaratne	Lalana.m.gunaratne@state.ma.us	617-720-3315
<u>VEH84</u>	<u>Fuel Card & Fuel Management Services</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>VEH84A</u>	<u>Vehicle Maintenance Management Services & Accident Subrogation Services</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>VEH89</u>	<u>Motorized Vehicle Parts, Re-Refined Motor Oil, Remanufactured Antifreeze, and Other Lubricants</u>	Lisa Baker	Lisa.baker@state.ma.us	617-720-3112
<u>VEH92</u>	<u>Traffic Safety Products</u>	Sara Urato	sara.urato@state.ma.us	617-720-3319
<u>VEH93</u>	<u>Heavy Duty Vehicles</u>	James Ferri	james.ferri@state.ma.us	617-720-3168
<u>VEH94</u>	<u>School Buses: Purchase & Maintenance - Maintenance ONLY</u>	Kathleen Reilly	kathy.reilly@state.ma.us	617-720-3128
<u>VEH95</u>	<u>Sodium Chloride (Road Salt) furnish and delivery</u>	Stephen Lyons	steve.lyons@state.ma.us	617-720-3373

Strategic Sourcing Services Director:

Kathleen Reilly

kathy.reilly@state.ma.us

617-720-3128

Strategic Sourcing Services Senior Managers:

James Ferri, Infrastructure & Support, Vehicles, and Energy Products & Services

james.ferri@state.ma.us

617-720-3168

Tim Kennedy, Information Technology and Office Products & Services

tim.kennedy@state.ma.us

617-720-3107

Dana Cerrito, Professional, Medical, and Public Safety Products & Services

dana.cerrito@state.ma.us

617-720-3328

Environmentally Preferable Products (EPP) Director:

Julia Wolfe

julia.wolfe@state.ma.us

617-720-8836

Strategic Sourcing Services Leads by Sourcing Group

Strategic Sourcing Services Lead**Brief Group Description**

Kathleen Reilly
Strategic Sourcing Services
Director
617-720-3128
kathy.reilly@state.ma.us

Financial Services (Professional Services) – Services related to financial disbursement and collection of monies by Commonwealth financial professionals. Corporations may provide electronic payment processing, cost recovery services, debt collection (in conjunction with Office of State Comptroller).

James Ferri
Senior Sourcing Manager
617-720-3168
james.ferri@state.ma.us

Energy (Utilities and Fuels) – Electricity, natural gas, distillate oil, residual oil, gasoline, diesel fuel, propane and utility bill audits.

Facilities (Lawns & Grounds Equipment, Snowblowers, Parts & Services) FAC71 –The Equipment included in this contract has been identified in 11 categories. This contract has been replaced by **FAC88**.

Sourcing Leads:

- Sara Urato
- Lana Gunaratne
- Betty Fernandez
- Katherine Morse
- Lisa Baker

Food – Groceries and related products, Equipment and services - Food preparation products & equipment, Prime grocer, Food auditing services, Catering, Dairy products, Baked commodities, Bottled water.

Public Safety/Law Enforcement Equipment, Supplies and Services – Firefighting equipment only.

Dana Cerrito
Senior Sourcing Manager
617-720-3328
dana.cerrito@state.ma.us

Sourcing Leads:

- Sorraia Tavares
- Peter Etzel
- Jodi Paris-Anastos
- Stephanie Germain
- Steve Lyons

Facilities (Materials, Repairs, and Operations) – Commodities and services related to the maintenance and operation of physical plants & property (e.g., security, cleaning products & services, lawn & grounds equipment, etc.).

Animals and Animal Supplies – Veterinary services, feed and general supplies.

Public Safety/Law Enforcement Equipment, Supplies and Services – Body Armor Vests, Debris Management, Debris Monitoring; Explosive Ordnance Detection, Mitigation & Disposal Equipment; Firearms, Ammunition, Related Training, Services & Accessories Security Services; Security Services; Explosive Ordnance Detection, Mitigation & Disposal Equipment.

Facilities (Moving Services) – FAC78, Moving and State Surplus Disposal Services

Healthcare Commodities and Services – HSP and MED contracts for: Pharmaceuticals; Vaccines; Medical Commodities and Equipment; Laboratory Products; Maintenance and Repair of Medical, Dental & Laboratory Equipment; Gases Medical, Laboratory & Industrial; Medical Lab Tests.

Professional Services – Human Resources and Legal Services – Service contracts for our professionals who work for the Commonwealth are the focus of this category.

Human Resources (Professional Services) – Services or personnel related to the provision of Human Resource professionals. Agencies or individual persons may provide contracted services in the following areas: management consultants, writers, performers/actors, temporary help, archivists/librarians, interpreters/translators, records managers, training, meteorologists, and marketing.

Clothing – Clothing, uniforms, footwear, accessories and hygiene supplies.

Highway Related Services – Road Materials: Sodium Chloride, Road Salt (Furnish & Delivery).

Tim Kennedy
Strategic Sourcing Services Manager
617-720-3107
tim.kennedy@state.ma.us

Sourcing Leads:

- Marge MacEvitt
- Maryellen Osborne
- Jeanne Pestana
- Anthony Delaney
- Lucas Gonzalez

Information Technology, Hardware – Cable Products & Services, Two-Way Radio Equipment & Services

Information Technology Services – IT Asset Leasing Services

Information Technology, Hardware – Computers, peripherals, related hardware and services.

Information Technology, Software & Services – Software, IT Staff Augmentation and Project Services

Office, Recreational, Educational Equipment, Supplies and Services – Photocopier, Laser Printer, Facsimile Equipment and Supplies, Micrographic & Imaging Equipment, Supplies & Services, Office, School & Library Furniture, Postage & Mail Processing Equipment, Apple Products & Printers.

Network Services and Equipment – Network services and equipment including PBX, voice, data, and cellular, internet access and hosting services.

3. Familiarize yourself with the Contract User Guide

If you find the appropriate Statewide Contract listed above, look up the Statewide Contract on [COMMBUYS](#) to understand what's available on it. Find the Contract User Guide under the Statewide Contract on [COMMBUYS](#) or on the [Statewide Contract User Guide page of the OSD website](#). Contract User Guides help you understand key elements of the contract so you can use it effectively: to make informed decisions, more easily place orders, and improve efficiency. Each Contract User Guide contains:

- ▼ Contract summary (including category names).
- ▼ Benefits and cost savings.
- ▼ Pricing and purchase options.
- ▼ Contract counties or regions.
- ▼ Vendor list and contract information.
- ▼ Other terms, conditions, and specifications.

4. Assess your needs

Figure out the factors you need for the commodity or service. You may seek out more competitive pricing for higher volume purchases by contacting the listed SSSL to identify other entities with similar purchasing needs and aggregate your joint purchase.

5. Save even more

Before you speak with vendors, check the OSD website to see if there's a [save\\$mart offer](#) for limited time, additional cost savings for what you'd like to purchase. save\$mart offers give eligible entities greater savings on Statewide Contracts, freeing up funds to accomplish goals.

6. Negotiate with Statewide Contract vendors

If you decide to make the purchase without other eligible entities, contact the active vendors listed on the Statewide Contract. You often have a choice of contractors on Statewide Contracts from which to select, with a range of rates, added value features, and prompt payment discount options. (Many Statewide Contracts contain rates that represent the ceiling or the highest rates they can charge to the Commonwealth.)

When speaking with vendor representatives, identify the number of the Statewide Contract from which you will purchase. Include the Statewide Contract number on all vendor correspondences.

We strongly encourage and sometimes require you to request quotes from at least three qualified contractors, if specified in the Contract User Guide. Provide these additional contractors with specifications of what you need.

7. Document

Procurement laws and regulations require you to maintain transaction documentation associated with Statewide Contracts. Documentation may include, but is not limited to:

- ▼ Pre-planning documents, including activities related to contractor selection and negotiation.
- ▼ Copies of all invoices, including rejected invoices and notices to contractors with an explanation for each return.
- ▼ A record of all payments made.

- ▼ Copies of written notices, faxes, and other correspondence with vendors.
- ▼ An agreement documenting the receivables and deliverables within a statement of work, including information related to any service disputes and complaints and their respective resolutions.
- ▼ Reports submitted by the vendor.
- ▼ Any other relevant information about the vendor and his performance.

8. Take advantage of Prompt Payment Discounts (PPD)

Pay within the number of days specified to receive a discount. You can receive discounts for 10-day, 15-day, 20-day, and 30-day payment turnarounds.

To determine if the Statewide Contract you are using offers a PPD, go to the [Statewide Contract User Guide page of the OSD website](#) or to [COMMBUYS](#), search for the Statewide Contract, and view the available vendors. Vendors who offer a PPD are designated. If you still have questions, contact the SSSL listed in the Statewide Contract.

9. Give feedback to your SSSL

Contact the SSSL or Strategic Sourcing Services Manager listed on [COMMBUYS](#) if:

- ▼ You believe you can get a better deal from a vendor not on Statewide Contract. Statewide Contractors want to be competitive and are often motivated to beat a competitor's offer.
- ▼ You plan a large purchase. The SSSL can help negotiate volume discounts.
- ▼ You have questions or comments on a particular Statewide Contract. We seek to improve Statewide Contracts and value your feedback.

10. Learn best practices

The OSD helps you understand how to purchase using Statewide Contracts through [free instructor-led training and distance learning](#). We offer [courses](#) to Commonwealth Executive Departments and those departments conforming to 801 CMR 21:00.

Interactive Classroom Training Courses

Essentials of State Procurement | Full day (open to Commonwealth Agencies only)

A comprehensive overview of the Commonwealth procurement process for both how to use Statewide Contracts and what to do if what you want to buy is not on a Statewide Contract. Learn:

- ▼ How to search for a commodity or service using [COMMBUYS](#).
- ▼ How to properly and efficiently use Statewide Contracts.
- ▼ How to conduct your Department's own procurements in compliance with all applicable statutes, regulations, and policies

Discovering Statewide Contracts: Information, Demonstration & Application | Half day (open to all eligible entities)

Through hands-on exercises, this course covers how to use Statewide Contracts and [COMMBUYS](#) (the first half of what you learn in Essentials of Procurement).

Strategic Sourcing Certificate Program | 5 days (open to Commonwealth Agencies only)

Strategic sourcing is the planned, systematic, and enterprise wide procurement process that allows for continuous improvement and re-evaluation of the enterprise's purchasing activities to maximize spending efficiency, standardize processes, reduce total costs, and assist in meeting socioeconomic goals. OSD designed the program to help departments conduct effective procurement on behalf of their agencies and ensure that solicitations and contract awards for goods and services comply with governing laws, rules, and regulations and involve a fair, open, and competitive bid process.

Attendance is required at all sessions for certification:

- 1: Strategic Sourcing
- 2: Create a Project Plan & Conduct a Market Analysis
- 3: Develop the Request for Response (RFR)
- 4: Conduct a Competitive Event & Evaluate Bid Responses
- 5: Negotiate, Award, Implement, & Manage the Contract

COMMBUYS – Organization Administrator Training | Full Day (open to all eligible entities)

This hands-on session provides instructions for the set up tasks that must be completed in [COMMBUYS](#) for proper use of the [COMMBUYS](#) Market Center. This session covers a crucial part of using the system and is limited to staff who have been assigned the role of Organization Administrator and who will be responsible for the management of departments and users created in the system. Some of the responsibilities and tasks covered during this session include:

- ▼ Organization management.
- ▼ Creation and management of departments.
- ▼ Creation and management of users.
- ▼ Creation and management of the approval processes.
- ▼ Creation and management of the attachment repository.

COMMBUYS – Purchasing Training | Half Day (open to all eligible entities)

This hands-on session is recommended for all staff responsible for the purchasing of goods and or services from Master Blanket Purchase Orders (MBPOs aka Statewide/Departmental Contracts). This session is interactive and provides an introduction to the [COMMBUYS](#) Market Center, terminology, system navigation, and guidance on purchasing from MBPOs. Participants will learn the following tasks:

- ▼ Use [COMMBUYS](#) to search for items/services and create a request using a requisition document.
- ▼ Search for specific items/services using a line item or a G2B punch out catalog.
- ▼ Locate important documents for guidance on purchasing.
- ▼ Convert an approved requisition to a Purchase Order or Bid depending on the purchase type.
- ▼ Create change order records.

COMMBUYS – Procurement Training | Full Day (open to all eligible entities)

This hands-on session is recommended for all staff responsible for conducting procurements for goods and/or services NOT available on a Master Blanket Purchase Order or if using the [COMMBUYS](#) Market Center to post a Request for Information (RFI), WTO (World Trade Organization) Announcement, Due Diligence Posting, Draft RFR, or other advertisement. This class will include:

- ▼ Creating a Bid (solicitation).
- ▼ Use of templates.
- ▼ Managing attachments.
- ▼ Online bid evaluation.
- ▼ Contract award and posting the awarded contract in the [COMMBUYS](#) system.

How to Use a Master Blanket Purchase Order Webinar | One hour (open to all eligible entities)

Learn what the Operational Services Division does and how to purchase through Statewide Contracts.

Educational presentations, speaking engagements, and events

The OSD can host educational sessions at your location, meeting, or event free of charge to teach you about:

- ▼ OSD programs and Statewide Contracts.
- ▼ How to use specific Statewide Contracts.
- ▼ How Statewide Contracts are developed.
- ▼ What the Commonwealth's online market center [COMMBUYS](#) is and how to navigate it.

To hold an on-site training, fill out our [On-Site Training Request Form](#). After you have completed the form, forward it to us at osdtraining@state.ma.us, and we will contact you to schedule. All sessions are scheduled based on our staffing and resources.

Expos and Trade Fairs

The OSD Outreach Team attends buyer events across the Commonwealth to spread the word about OSD programs and Statewide Contracts. Stop by an information table and say hello to an OSD staff member. From them, you can obtain training schedules, a copy of the most current Buyer's Guide, information about statewide contracts, contract user guides for featured contracts, information pertinent to a given event's audience, *and much more!*

Webcasts

Trainings are also available on [YouTube](#):

- ▼ [How To Use Statewide Contracts](#)
- ▼ [Small Business Purchasing Program Policy Overview](#)
- ▼ [State Contracting and the Supplier Diversity Plan \(SDP\) Form](#)

Other Available Resources

Statewide Contract Kick-off Meetings. As we award Statewide Contracts, we host fairs to introduce you to the vendors.

Customized courses. You may request a customized course based on a specific topic at our training location or yours based on resources.

For more information, contact Barbara Miller: 617-979-1504 or barbara.miller@state.ma.us.

Additional Programs and Services for Buyers

COMMBUYS

COMMBUYS is the Commonwealth's online market center, an efficient and cost-effective solution that automates, integrates, and simplifies many of the State's current procurement processes to bring time, budget, and resource savings to vendors, buyers, and the public.

Buyer benefits

As a buyer, you'll benefit from:

- ▼ Convenient ordering through two types of online catalogs: online and punch-out:
Online Catalogs display a list of available products and prices.
Punch-out Catalogs give you access to the supplier's website through COMMBUYS to make purchases.
- ▼ The ability to create requisitions with a full req-to-check process online for Executive Agencies and those using the Massachusetts Management Accounting and Reporting System (MMARS).
- ▼ An improved, robust keyword search and filters for specific vendors and price ranges.

Rollout plan

COMMBUYS will follow a 3-phase implementation approach, with two more phases since implementation:

Phase II, September 2014 to December 2014, will focus on building the interface to the MMARS, facilitating electronic invoicing, electronic payments, online receiving and matching, vendor status verification, and the ability to manage contracts in a more robust way to complete a full procure-to-pay cycle method of purchasing.

Phase III, January 2015 to September 2015, will focus on deploying the system's custom reporting and analysis. COMMBUYS will capture data at a granular level, enabling the Commonwealth to make better, more strategic buying decisions based on detailed analysis of spending, vendor performance, duplicative efforts, and other valuable performance metrics.

For more information and the latest news and updates about COMMBUYS, visit www.mass.gov/osd/commbuys. If you have any questions or concerns about COMMBUYS, email Commbuys@state.ma.us.

Commonwealth Print Services (CPS)

CPS offers digital photocopying of such documents as booklets, reports, flyers, and newsletters and offset printing of business cards, letterhead, and printed self-addressed envelopes to all State, municipal, and private entities. They offer at prices competitive with commercial vendors:

- ▼ Free cost estimates.
- ▼ State-of-the-art design software and equipment.
- ▼ Layout and design services.
- ▼ Pick-up and delivery service.
- ▼ Pre-press bindery (stapling, folding, cutting, punching, binding, and shrink wrapping).
- ▼ Storage of extra copies.

CPS can also offer your city or town print shop pricing through contracts for:

- ▼ Bindery supplies and equipment (comb, spiral, double o, laminating film, drills, folders).

- ▼ Equipment maintenance (presses and related bindery equipment).
- ▼ Packing supplies (boxes, packing tape).
- ▼ Printing chemicals and supplies (film, plates, developers, wipes).

CPS bills internally through IE. Municipalities can provide purchase orders, and semi-private or private businesses can pay with check or credit card at the CPS office.

To request printing, email your request or final copy files to cps@state.ma.us, call 617-720-3340, or stop by the CPS office on the Plaza level of One Ashburton Place.

Environmentally Preferable Products (EPPs)

The OSD leads the nation in efforts to foster responsible purchasing by incorporating sustainable, recyclable, reusable, and low-toxicity products and services in Statewide Contracts and by establishing specifications for [Environmentally Preferable Products \(EPPs\)](#) on Statewide Contracts. EPPs are products and services that have a lesser or reduced effect on human health and the environment when compared to competing products or services that serve the same purpose. They may include, but not be limited to, items that:

- ▼ Conserve energy and/or water.
- ▼ Consist of fewer toxic substances.
- ▼ Contain recycled materials.
- ▼ Lessen the impact to public health.
- ▼ Minimize waste.
- ▼ Protect open space.
- ▼ Reduce the amount of toxic substances disposed or consumed.

Purchasing EPPs also often results in cost-savings. Under this program, Commonwealth purchasers save more than \$3.5 million annually through:

- ▼ Energy efficient (Energy Star) lighting and equipment, which can significantly reduce electric bills.
- ▼ Green cleaning products, which traditionally do not cost more than harsh chemical cleaners but reduce the health risks and accidents to workers, indirectly saving money in lost work time and insurance payments.
- ▼ Hybrid (gas/electric) vehicles, which increase MPG, saving money at the pump.
- ▼ Remanufactured toner cartridges, which cost 30-60 percent less than original equipment manufacturer brands.

In 2009, Governor Deval Patrick signed Executive Order 515 to establish an Environmental Purchasing Policy for all Commonwealth Executive Departments. This policy requires these departments to procure EPPs whenever such products and services are readily available, perform to satisfactory standards, and represent best value to the Commonwealth.

Check the [Recycled and Environmentally Preferable Products and Services Guide for State Contracts](#) on the EPP website or the OSD Contract User Guides for additional information. If you still have questions, contact the SSSL listed in the Statewide Contract.

MASSbuys EXPO

Each spring, the Operational Services Division hosts the **Annual MASSbuys Expo**. This event is the largest business to government gathering in Massachusetts that brings vendors on a Statewide or Departmental Contract together with buyers who purchase from them. With nearly 400 different vendors and more than 2,600 attendees, the event total reaches nearly 3,000 people – creating a day of synergy and high energy. The Expo includes 20-25 workshops on topics ranging from professional development to procurement law, with an exhibit hall and arena full of vendor demos and displays of the latest goods and services available on the contracts. Join us on **Thursday, April 30, 2015** at the DCU Center in Worcester, MA.

At the MASSbuys EXPO:

- ▼ Meet vendors who will show you the newest goods and services you can purchase through Statewide Contracts.
- ▼ Learn best practices to increase cost savings at educational workshops.
- ▼ Network with other public purchasers.

Municipal Procurement Program (MPP)

In accordance with Executive Order 533, Governor Deval Patrick created the MPP with the Commonwealth's Inspector General (IG) and Commonwealth municipalities to provide ongoing services for Commonwealth cities and towns:

- ▼ Outreach to municipalities and survey of their unique procurement needs not fulfilled by current Statewide, Departmental, or their own contracts.
- ▼ Procurement or delegation of procurement to other departments of high volume goods and services needed by Commonwealth cities and towns.
- ▼ Coordination and aggregation of planned municipal and state agency spending from Statewide or Departmental Contracts.
- ▼ Provision of training to cities and towns on how to use Statewide and Departmental Contracts and how to navigate the Commonwealth's online market center.
- ▼ Leveraging of the Commonwealth's buying power to benefit the municipalities, as State government purchases many goods and services that municipalities also purchase.

Comprised of representatives from the OSD, the Information Technology Division (ITD), the IG Office, and several municipalities, the MPP solicits and aggregates local government purchasing priorities and sources several of these priorities to benefit local government and school districts. For example, the MPP established the first Statewide Contract for heavy duty equipment and evaluates responses for a school bus Statewide Contract.

The COMMBUYS Enablement Team: Local Government & Other Eligible Entities

The Operational Services Division (OSD) is serious committed to making COMMBUYS available to all eligible buyers. As part of our ongoing assurance to helping local buyers take advantage of everything COMMBUYS has to offer, we have engaged a new team of dedicated professionals to assist local government and other eligible entities with their purchasing and procurement needs. Headed by Eric Murphy, the COMMBUYS Enablement Team travels throughout the Commonwealth demonstrating how the COMMBUYS Market Center can save municipalities and other eligible entities time and money.

What, specifically, can COMMBUYS deliver for local government? The COMMBUYS Market Center offers easy online access and purchasing from over 120 Statewide Contracts with more than 377,000 items available in online catalogs. Using the Market Center's extensive bid management features, registered buyers are able to create and publish bids, receive electronic responses, manage bid evaluation online, and maintain a complete end-to-end audit trail of their procurement process. COMMBUYS is FREE to use and is available around the clock, three hundred sixty-five days a year.

The COMMBUYS Enablement Team is available to meet with interested organizations to learn about their purchasing and procurement processes and design a customized solution. The Enablement team helps organizations get up and ready in COMMBUYS assisting with set-up and free staff training.

Learn more about the [COMMBUYS advantage](#) and then reach out to the COMMBUYS Enablement Team at commbuysenablement@state.ma.us to schedule your meeting today!

\$ave\$mart Offers

[\\$ave\\$mart offers](#) provide additional cost savings for a limited time for what is available on Statewide Contracts, freeing up funds to accomplish goals. These opportunities could be in the form of reduction in cost for a limited time, free training opportunities, and other offerings.

Surplus Property Program

Commonwealth departments, political subdivisions, municipalities, and certain non-profits can obtain such surplus equipment as office equipment, computer equipment, furniture, vehicles, and building materials that exceed other departments' needs through the [Surplus Property Program](#).

Here's how the process works:

- ▼ The OSD first offers listed items to State Agencies on a first-come, first-served basis. The OSD will transfer items between State Agencies free-of-charge.
- ▼ After 30 days, the OSD offers all remaining items to all political subdivisions and non-profit organizations for a small administrative fee.
- ▼ The OSD then offers items not transferred to State Agencies, political subdivisions, or non-profit organizations for sale to the general public by public auction.

Clothing, Uniforms and Related Supplies

Clothing and apparel, uniforms, footwear, and related accessories.

Major contracts

[CLTo7 Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies](#)

What you need to know

Includes 14 categories: Uniforms, Athletic Wear, Footwear, Hosiery, Hospital Wear (Health Care & Patient Care Apparel), Nightwear, Outerwear, Underwear, Hygiene, Clothing Rental, Environmental, Miscellaneous, MA State Police – DOC Specialty Items, and Connecticut State Police – Stratton Hats.

Hygiene supplies include, but are not limited to, personal care products such as soaps, hair care products, and feminine hygiene items. Miscellaneous items include, but are not limited to, dry cleaning services, embroidery, silk-screening, tailoring and other value added services/products.

The OSD developed this contract as a multi-state contract with Connecticut but with opportunities for other states to join.

FAQs

Q. Can I use CLTo7 to tailor the service to my facility?

A. Yes. We suggest that if you have specific needs, meet with one or more vendor to identify your specific requirements to determine which vendor can offer the best service at the best price.

Q. What opportunities are available with this contract?

- ▼ Contractors participate in [\\$ave\\$mart](#) to offer special periodic savings opportunities.
- ▼ Prompt Payment Discounts are available with payment terms from 10 to 30 days.
- ▼ Product samples are available for some evaluations.
- ▼ Vendors could maintain inventory with specified released dates for large orders under a separate agreement.
- ▼ Discounts are established from MSRP catalogs, but tiered volumes can offer additional savings.
- ▼ Contact your vendor for volume pricing.
- ▼ Use of competitive quotes is suggested to reduce final prices.
- ▼ Identify your needs early as price adjustments are allowed twice per year (March and September) for changes identified by manufacturers in January and July, respectively.

Q. How are prices determined?

A. Effective September 1, 2013, prices to contract users are based on a discount off of MSRP or a contract vendor's catalog. However, a limited number of vendors will remain with a cost plus percent. This is an overall change from the manufacturer's cost plus a markup percent, which most vendors on this contract have employed over the last year. Having a discount from an identified catalog will allow vendors to offer MA and CT a greater selection of items without having to list thousands of line items on the price sheets posted on [COMMBUYS](#).

Energy Commodities and Services

Fuel Commodities

Major contracts

[ENE31 Unleaded Gasoline](#)

[ENE32 Ultra Low Sulfur Diesel](#)

[ENE33 Bio Diesel](#)

[ENE34 No. 2 Heating Fuel](#)

[ENE35 Propane](#)

[ENE39 #4 and #6 Residual Fuel](#)

What you need to know

Zone information for each **Statewide Contract** may be found in the **Contract User Guides** on **COMMBUYS**

ENE FY15 Daily Index Pricing. The Daily Index Pricing for FY15 is on [COMMBUYS](#). Search under contract **ENEFY15**.

ENE31 Unleaded Gasoline. This contract contains ONE vendor:

- ▼ Global Montello Group (Zones 1 -8)

ENE32 Ultra Low Sulfur Diesel. This contract contains TWO vendors:

- ▼ Global Montello Group (Zones 1,2,3,4,5,7,8)
- ▼ Taylor Oil (Zone 6)

ENE33 Bio Diesel. This contract contains ONE vendor:

- ▼ DK Burke (Zones 1 -8)

ENE34 No.2 Heating Fuel. This contract contains FIVE vendors:

- ▼ East Coast Petroleum (Zones 1, 3)
- ▼ Global (Zones 2, 5, 8)
- ▼ Peterson Oil (Zone 4)
- ▼ East River Energy (Zone 6)
- ▼ FL Roberts (Zone 7)

ENE35 Propane. This contract contains ONE vendor:

- ▼ E. Osterman (Zones 1 – 8)

ENE39 #4 and #6 Residual Fuel. This contract contains TWO vendors:

- ▼ Global Montello Group
- ▼ Sprague Energy

Q. When should an entity contact vendors if they wish to join the #2 Heating Oil contract?

A. You should inquire about joining between July-September, prior to the upcoming heating season. Once the heating season starts in October, new accounts will only be added at the discretion of the vendor. New accounts are required to join for the entire heating season. This contract is not a fixed-price contract. As with all State fuel contracts, prices are market-based and change daily.

Q. Can any eligible entity use the Vehicle Fuel contracts currently in place?

A. The fuel contracts are open to all eligible entities who purchase for 12 months. Each fuel contract is awarded by a specific zone. Find information on zones, awarded vendors, and current pricing under the Contract User Guide in [COMMBUYS](#). These contracts are not fixed-price. As with all State fuel contracts, prices are market-based and change daily.

Q. What if I need fuel for my boat, but there are no vendors on Statewide Contract available in my area?

A. Fueling up at boat docks is not covered under these contracts. If the marina accepts the Statewide Fuel Card (PHH), Contract VEH33 departments may use this. If not, you will need to conduct your own procurement. The bulk fuel contracts require that the purchasing entity have fuel tanks, which the vendor can deliver to.

Facilities

Lawns & Grounds Equipment Parts & Services, Facilities Moving Services/State Surplus Disposal Services, Facilities maintenance/operation related Goods & Services, Environmental Testing, Consulting & Related Services, Waste collection, recycling, & disposal services, (including HazMat), Pool, Boiler Plants, Cooling Tower, Drinking and Wastewater Chemicals/Systems, Janitorial Cleaning Services related to Commonwealth and Eligible Entity facilities, Security Systems (including catalog sales, installation, and repair services)

Major contracts

[FAC64 Security Surveillance and Access Control Systems](#)

[FAC76 Maintenance, Repair and Operations \(MRO\) Products, Supplies and Equipment](#)

[FAC78 Moving Services/State Surplus Disposal Services](#)

[FAC81 Janitorial Services, Environmentally Preferable](#)

[FAC88 Lawnmowers, Snow Blower, Snowmobiles, Trailers, Golf Cars, Wood Chippers, etc.](#)

Environmental Services:

[FAC33 Solid Waste and Recycling Services](#) 

[FAC59 Green Cleaning Products, Programs, Equipment & Supplies](#) 

[FAC73 Asbestos, Lead and Mold Analysis](#)

[FAC74 Pest Control Services](#) 

[FAC77 Landscaping Services, Tree Trimming, Catch Basin Cleaning, Snow Removal and Related Services](#) 

[FAC79 Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products](#) 

[FAC80 Water Treatment Chemicals and Alternate Treatment Systems](#) 

[FAC82 Hazardous/Universal, Medical, and Electronic Waste Disposal and Emergency Response](#)

Designated Statewide Contracts

[DCP1113-HD1 Environmental Consulting and Engineering Services](#)

[FAC61 Designated DEP Recycling Containers & Compost Bins](#)

[FAC83 Designated DCAMM Renewable & Alternative Energy Portfolio Standards Services](#)

What you need to know

FAC60 was replaced by DCP1113-HD1.

FAC56 was replaced by FAC68.

FAC64 Security Surveillance and Access Control Systems was reopened to allow for new vendors to submit bids on the revised categories, with current vendors grandfathered into the successor contract and allowed to update their product and service selection. The revised contract consolidated categories 2 and 3 into one, with the resulting three categories open to all vendors. The contract now expires 5/31/16 with options to renew through 2020. The contract includes the configuration and integration of security systems, cameras, access control systems, entry/exit screening systems such as metal detectors and x-ray machines, ID systems and supplies, lobby turnstiles, vehicle access barriers, monitoring services, command centers, racks, housings, security consoles, mounts, stand-alone computers, data storage, data transmission (both wired and wireless), furniture, and full service installation, maintenance, and catalog sales of locks, accessories, and related equipment.

FAC70 Tradesperson, Repair and Maintenance was allowed to expire on December 15, 2014.

- ▼ Departments and other entities are encouraged to develop their own tradesperson contract and contact trades they are interested in within their geographic area and/or statewide.

There is no Statewide Contract for these services listed below. Users of this contract must do their own procurement and adhere to their own procurement regulations:

- ▼ Fire alarm panels, installation, service, and repair.
- ▼ Fire alarm testing and monitoring service.
- ▼ Fire alarm suppression system, installation, inspection, service, and repair.
- ▼ Sprinkler installation, inspection, service, and repair.

If another department issues a contract that other departments may use, OSD should be notified for reference.

FAC71 Lawns & Grounds Equipment, Snowblowers, Parts & Services has been replaced by **FAC88** with those contractors identified on [COMMBUYS](#).

The Equipment included in this contract has been identified in 11 categories and includes but is not limited to: utility tractors, attachments for utility tractors, lawn mowers (walk behinds, riders, tractors, commercial front mowers, and slope mowers), walk behind snow throwers, hand held two cycle equipment (chain saws, brush saws, trimmers, edgers, leaf blowers and similar equipment), replacement engines, shredder/chippers, roto-tillers, and repair parts and services.

FAC78 Moving Services, State Surplus Disposal Services. All moving services except for "school room furniture" moving are covered under the Prevailing Wage Law. Eligible entities must request their own Prevailing Wage for each moving job and provide them to vendors from whom they request quotes. Make sure you receive a certified payroll form when the move is completed. Keep the certified payroll form in your procurement file.

FAC81 Janitorial Services, Environmentally Preferable offers opportunities for competitive pricing and savings. The implementation of this contract offers universal reduced percent mark ups over Prevailing Wages and is competitive for all Commonwealth public facilities.

Environmentally Preferable Products (EPP). Look at the [Recycled and Environmentally Preferable Products and Services Guide for Statewide Contracts](#) and the [Massachusetts Statewide Contracts for Healthier Schools Guide](#).

[Learn more about purchasing EPPs and services.](#)

FAQs

Q. For FAC64, do I have to get multiple quotes from Contractors?

A. This contract requires that contract users get multiple quotes regardless of the category used. Vendors will frequently offer lower labor rates and larger discounts than those posted on their contract webpages during the quote process. It is advantageous to request multiple quotes.

Q. For FAC64, where do I find the Contractor's price files and manufacturer catalogs?

A. Vendors are required to have a website dedicated to the FAC64 contract where they post price files and catalogs. Links to the vendors' websites are posted on [COMMBUYS](#). Each vendor's name is linked to the contact webpage.

Q. For FAC64, the software for my equipment contains a software license component. Should I purchase the license directly from the manufacturer of the equipment or through the vendor who installed the equipment?

A. You should purchase the software license through the vendor who installed the equipment.

Q. For FAC64, do prevailing wage rates apply?

A. Yes. Prevailing wage rates apply for Category 2, Category 3, and some work under Category 4. It is the responsibility of the eligible entity to provide the contractor with a copy of the most current prevailing wage sheet at the time of the quote request. Request prevailing wage sheets from the Department of Labor Standards' [Prevailing Wage Program](#). The process is automated, and the turnaround time is quick (usually less than one business day).

Q. For FAC88, should my department pay for additional freight charges and fuel surcharges?

A. Statewide Contractors are not allowed to charge any additional freight and/or fuel surcharges. Departments should check invoicing carefully to ensure that additional charges are not included.

Q. For FAC88, can a department purchase any other type of equipment not specifically identified and listed on the contractor's award price sheet?

A. Yes. Users may purchase any other type of equipment not specially identified on the contractor's award price sheet as long as it falls under the scope and description of the contract and the contractor's award.

Q. For FAC88, are there any additional discount offers other than Prompt Pay Discount available under this contract?

A. Yes. Some contractors offer additional discounts such as Volume Purchase Discounts and Dock Delivery Discounts. Refer to the "Contractors Award Information 2012-2014" in [COMMBUYS](#) to determine which contractors offer additional discounts.

Q. For FAC88, are there any selections of Environmentally Preferable Products (EPP) equipment available under this contract?

A. The contract does offer a selection of EPP equipment. The contract provides equipment that represents EPPs wherever possible. Such equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits.

Q. How does FAC81 meet the needs of all Commonwealth facilities and eligible entities?

A. To serve the needs of the Commonwealth, FAC81 has qualified vendors who received awards by specific regions or statewide coverage. The awards include small and large businesses that have met the requirements and standards through an RFR process that guarantees their operations will protect human health, meet required safety standards, and support sustainability in the environment. The "pricing" aspect of this contract relates to a Statement of Work with prevailing

wages applying to Commonwealth rented or owned public buildings. A Statement of Work must be solicited from at least three vendors and requires a site visit.

Q. For FAC81, as an end user, how do I know that a Contractor for Janitorial Services is qualified?

A. Professional industry guidelines have been established for janitorial service, and the SSSL has established standards for bidders to adhere to in accordance with such standards. While these standards are helpful, it is suggested that hiring entities further determine the qualifications of any janitorial service hired for their specific project. The RFQ process further ensures that site visits and efficient work loading result in competitive responses.

Q. Are there green standards that FAC81 supports?

A. Yes. The Contractors under this Statewide Contract are cognizant and supportive of environmental standards for supplies, equipment used, and practices that must take place under this contract.

Q. Is there a Statewide Contract for asbestos, lead, and mold abatement and removal?

A. There is no contract for these services. Departments must follow the requirements of MGL Chapter 149 to issue their own procurements for such services.

Q. What do I do with computers or other electronic equipment my organization no longer needs?

A. Follow the requirements of your internal surplus property management system first (Massachusetts executive agencies: contact the [State Surplus Property Program](#)). Once the Surplus Property Program makes a determination that no other eligible organization or individual has a need for your equipment, contact vendors on Statewide Contract FAC82, Category 7, who will pick up the equipment and recycle it in an environmentally sound fashion. Executive Agencies are advised not to use pick-up services outside of those offered by FAC82 awarded contractors because OSD/MassDEP may not have reviewed their recycling process, security guidelines, and other aspects of their business operations.

Q. What is Integrated Pest Management (IPM)?

A. IPM is a systematic strategy for managing pests that includes prevention, avoidance, monitoring, and suppression. Where chemical pesticides are necessary, a preference is given to materials and methods that maximize public safety and reduce environmental risk.

Q. Why do I need to implement IPM?

A. Because they are toxic by definition, pesticides present a public health, safety, and environmental concern. At the same time, the pests these chemicals control may also pose serious health risks or damage buildings or products. IPM has been found by many experts (from pest control contractors to environmental groups) to be the best means of balancing the need for pest control with the concerns of pesticide use.

In accordance with the Act Protecting Children and Families from Harmful Pesticides (Chapter 85 of the Acts of 2000), all Massachusetts schools, day care centers, and school-aged programs are required to develop both an indoor and outdoor IPM plan. Furthermore, with Executive Order 403, the Governor required that all Executive Agencies adopt and implement IPM programs in all facilities owned and managed by the Commonwealth.

Food and Groceries and Related Services

Food & groceries (i.e. meat, produce, dry commodities, water, paper and janitorial products) and related products such as dairy, bakery, food service supplies and equipment and catering services.

Major contracts

[GRO27A General Catering](#) 

[GRO27B General Catering with Conference Space](#) 

[GRO27C General Catering, Conference Space, Hotel Room Accommodations](#) 

[GRO29 Foodservice Supplies & Equipment, Institutional Commercial Grade – Large & Small with Related Maintenance and Services](#)

[GRO30 Prime Grocer](#) 

[GRO32 Dairy Products](#) 

[GRO33 Baked Goods \(New statewide contract\)](#) 

[GRO34 Bottled Water, Emergency Bottled Water, Water Filtration Services and Reverse Osmosis with Related Supplies and Services](#) 

What you need to know

GRO34 Bottled Water, Emergency Bottled Water, Water Filtration Services, and Reverse Osmosis with Related Supplies and Services GRO34 is the new statewide contract for Water, this contract replaces GRO26. .

FAQs

Q. Can I get a Reverse Osmosis (RO) system installed in my building?

A. These systems can be installed in any building with a piped-in water supply, but the building's manager must agree to the installation.

Q. The water in my town has a lot of permanganate in it. Will the RO water system remove it?

A. The system will remove permanganates, lead, all bacteria, and most other contaminants.

Q. How much money will it cost us to get a system installed?

A. There is no cost to have the system installed.

Q. Will an RO system cost more money than the traditional water coolers with the 5-gallon bottle?

A. The water system will probably cost less. To find out, multiply the number of water bottles you use in a month times the cost per bottle. For the water system, select the monthly cost per cooler and multiply that number times the number of coolers you will have. Compare the two amounts.

Q. Do user departments have to sign any additional agreements and/or contracts with contractors under the GRO27C Catering, Conference Space, and Hotel Room Accommodation when booking an event?

A. Departments are not required to sign any additional agreements and/or contracts with any contractors when booking an event but should evaluate the agreement and/or contract and determine if it is in the department's best interest to sign the agreement and/or contract when booking the event.

Q. Should my department pay for additional freight charges and fuel surcharges?

A. Statewide Contractors are not allowed to charge any additional freight and/or fuel surcharges. Departments should check invoicing carefully to ensure that additional charges are not included in their invoices.

Q. What products can I purchase from the Prime Grocers (GRO30) contract?

A. The one stop shop Prime Grocers (GRO30) contract provides a variety of products including canned goods, meats, deli meats, some fresh produce, and some dairy and non-foods items. Cleaning detergents and cleaning products are still available under the GRO30 contract. Monthly food and the annual non-food order guides are posted and available on [COMMBUYS](#).

Healthcare Commodities and Services

Pharmaceuticals, Vaccines, Medical/Dental Commodities & Equipment, Laboratory Products, Maintenance & Repair of Medical, Dental & Laboratory Equipment, Gases (Medical, Laboratory & Industrial), Medical Lab Tests

Major contracts

[HSP33 Medical Commodities](#)

[HSP34 Lab Supplies and Minor Equipment with K-12 Scientific Ed Category](#)

[HSP35 Lab Major Equipment Furnishings and Related Services](#)

[HSP37 Gases Cylinder Related Equipment and Supplies](#)

[HSP38 Healthcare Equipment Furniture Furnishings and Related Services](#)

[HSP39 GPO for Medical Commodities & Equipment](#)

[MED38 Pharmaceutical Prime Vending](#)

[MED48 Pharmaceutical GPO](#)

[MED44 Reference Laboratory Testing](#)

[MED46 Influenza Vaccine for the 2014-2015 Flu Season](#)

What you need to know

HSP33, Medical Commodities. This Statewide Contract is for the procurement of medical and surgical supplies and disposable equipment routinely used in the provision of health care, exclusive of pharmaceuticals. This contract provides State Net Price Lists with product descriptions and fixed prices for the majority of items a buyer is likely to purchase. The State Net Price Lists for each vendor is in COMMBUYS.

HSP34, Lab Supplies and Minor Equipment with K-12 Scientific Educational Category Designed for K-12 Schools. This Statewide Contract is for the purchase of laboratory supplies, minor equipment (costing less than \$50,000), and furnishings used in a healthcare or scientific type laboratory, including, but not limited to, clinical, environmental, and educational settings. Items that cost more than \$50,000 are not covered under the scope of HSP34 Contract and may not be sold. The types of items to be purchased would commonly be found in a catalog or a price list. The installation and setup of minor equipment and furnishing will be covered under the Contract.

HSP35, Lab Major Equipment Furnishings and Related Services. This Statewide Contract is a pre-qualified vendor contract for the purchase of major laboratory equipment, laboratory furnishings, and related services. This contract is used for major purchases that cost \$50,000 or more but at the discretion of the buyer may be used for purchases of a lesser value. In all cases, a special HSP35 RFQ process must be followed. The Statewide Contract encourages the use of a Total Cost of Ownership (TCO) model.

HSP37, Gases Cylinder Related Equipment and Supplies. HSP37 has one vendor: Airgas. State Net Price Lists with prices and other pricing information is on [COMMBUYS](#). The Net prices are fixed for three years. The Contract has no cylinder rental fees or hazmat charges. Medical gases, all types of scientific laboratory and industrial gases such as acetylene, and equipment and supplies used to handle, store, and facilitate the use of gas cylinders may be purchased from this contract, and frozen carbon dioxide as dry ice may be purchased from Airgas. Propane used to heat buildings may not be purchased from this Contract.

HSP38, Healthcare Equipment, Furniture, Furnishings and Related Services. This Statewide Contract is for the purchase of healthcare equipment, furniture, furnishings, and related services used in all healthcare facilities and settings, including all types of equipment used in the provision of health care including physical, occupational, and rehabilitative therapy such as hospital beds, exercise equipment, stretchers, operating room equipment, scopes, exam tables, wheelchairs, patient lifts, shower trolleys, bathing systems, EKG machines, defibrillators (AEDs), respirators, ventilators,

crash carts, medicine carts, x-ray and radiology imaging equipment, scales, exam lights, phlebotomy chairs, ophthalmology equipment, bariatric equipment, and related parts. Healthcare Furniture is designed and suitable for use within a healthcare facility such as patient/client room furniture and furniture for use in common areas where patients/clients are present. Healthcare Furnishings includes, but is not limited to, such items as cubicle curtains, window treatments, railings, lighting, signage, or any type of furnishing used in a healthcare facility. Related services include, but are not limited to, design, installation, and repair and maintenance agreements entered into at time of purchase. The Statewide Contract is divided into three separate and distinct categories, with each category having its own vendors and a distinct and separate acquisition process detailed in the Contract User Guide that must be followed.

Category 1 – Healthcare Equipment, Furniture, and Furnishings for general use

Category 2 – Custom Fitted Healthcare Equipment that is custom fitted to a specific patient/client such as custom fitted wheelchairs and custom fitted adaptive equipment

Category 3 – X-ray and Radiology Imaging Equipment

MED38, Pharmaceutical Prime Vending has a single vendor, Cardinal Health. The use of this contract for prescription products is restricted to facilities with a licensed pharmacy or serviced by the State Office for Pharmacy Services. Cardinal Health will also set up non-prescription (over the counter) accounts.

MED44, Reference Laboratory Testing has a single vendor Quest Diagnostics. These are the tests that a healthcare facility sends out to a commercial lab for processing.

MED46, Influenza Vaccine 2014-2015 Flu Season. The MED46 Influenza Vaccine is formulated for a single flu season, and a finite amount of vaccine is produced. It is essential that buyers pre-book orders with vendors on the Contract early because later in the year, vaccine may not be available. To assist buyers not familiar with purchasing influenza vaccine, a vaccine selector guide is in [COMMBUYS](#) that specifies age ranges, vaccine type, manufacture, and price.

IT Hardware and Services

IT Hardware and related IT Services, low-voltage cabling, computer supplies, and accessories

Major contracts

ITC44 Printers (Apple, HP, Xerox) and Apple products and services

[ITC47 Information Technology Hardware, Project Management, Integration and Maintenance](#)

[ITC49 Information Technology Term Leasing](#)

[ITC54 Data Cable Products and Services](#)

What you need to know

ITC44 is a participating agreement with the National Association of Procurement Officials (NASPO) and the Western States Contract Alliance (WSCA) for IT hardware. Apple is authorized to sell hardware (including printers), software, and related services under this contract.

ITC47 began 4/1/2012 and replaced ITC16, ITC16a, ITC36, and ITC44, except for Apple products and services at education pricing, which remain available under ITC44. All previous requirements for soliciting quotes from these vendors have been replaced with recommendations to solicit quotes if significant costs savings may result.

ITC54 includes prevailing wage labor, and public purchasers are reminded to obtain certified payroll information from vendors in compliance with the Prevailing Wage Law. For each engagement, public purchasers must request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](#).

FAQs

Q. Which contract can be used for purchasing computer supplies?

A. ITC47 Category 7, Supplies and Accessories, is the primary vehicle for these commodities. For convenience, eligible entities can also purchase limited quantities of some computer supplies and accessories from other Statewide Contracts and other Categories of ITC47. However, there was high competition for the three places on the Supplies and Accessories Category of ITC47, and the winning vendors offer advantageous pricing.

Q. Can I purchase toner cartridges for my laser printer under ITC47 Statewide Contract?

A. In general, no. Laser printer supplies are excluded from ITC47 and are available under OFF32. See the Contract User Guide for ITC47 for a possible exception to this rule. Thermal, dot-matrix, and inkjet printer supplies and accessories may be purchased under ITC47 Category 7 and in limited quantities under other contract categories.

Q. Can I use Statewide Contract ITC47 for low-voltage cabling services?

A. There is a Statewide Contract for Low-Voltage Cabling Products and Services: ITC54. Use this contract for all non-construction, low voltage cabling projects. However, ITC47, Category 6, Contractors may provide premises cable runs that are "incidental" to the total number of existing or proposed cable run installations purchased by the contracting eligible entity. "Incidental" cable runs mean that the total number of links to channel cable does not exceed 10 percent of the total number of existing or proposed cable run installations or \$2,500, whichever is less. In addition, see the Contract User Guide for ITC47 to understand when ITC47 vendors may provide services in "one-stop shopping" mode from other Statewide Contracts, including ITC54, to facilitate projects that would otherwise involve use of multiple Statewide Contracts.

Q. What can I purchase on the IT Hardware and Services Contract?

A. ITC₄₇ has six Categories as follows (there is no "Category 1"):

- ▼ Category 2 – Desktops, Laptops, Netbooks, and Tablets
- ▼ Category 3 – Off-lease (used) computers, a NEW Category
- ▼ Category 4 – Storage Solutions
- ▼ Category 5 – Servers
- ▼ Category 6 – Project management, integration, maintenance, incidental hardware, sales of IT products from other ITC₄₇ Categories, and other IT-related Statewide Contracts.
- ▼ Category 7 – Computer Supplies and Accessories

Read the Contract User Guide for ITC₄₇ to understand use of this Contract.

Q. Can I purchase printers from the ITC₄₇ contract?

A. Yes.

Q. Can I purchase other brands of desktops, laptops, servers, and storage solutions besides those offered by the Original Equipment Manufacturers (OEM) under ITC₄₇ Categories 2, 4, and 5?

A. No. Desktops, laptops, and netbooks are available only from Dell, Hewlett-Packard, and Lenovo. Storage Solutions are available from EMC, IBM, and NetApp. Servers are available from Cisco, Dell, Hewlett Packard, and IBM. Category 6 Contractors may resell OEM Equipment, but the products must be identical models, brands, and configurations offered under Categories 2, 4, and 5 by the OEM. See the Contract User Guide for ITC₄₇ to for additional information.

Chromebooks from Acer and Samsung were recently added to Category 6 of ITC₄₇.

Q. How can my agency take advantage of ITC₅₄ contract's Volume Purchase Discounts (VPD) offered by Contractors?

A. Some of the ITC₅₄ Contractors have agreed to offer eligible entities additional discounts when the Commonwealth of Massachusetts total aggregate purchase volume reaches identified dollar thresholds on all products and services ordered with the particular vendor. The vendor's VPD offering is on [COMMBUYS](#) in the vendor's Cost Tables. Your agency only needs to engage the particular vendor offering the VPD to take advantage of these additional savings.

IT Software and Services

IT Software and related IT Services

Major contracts

[ITS19 Oracle Maintenance and Support](#)

[ITS42 Software Reseller Contract \(primarily packaged “Shrink Wrap” software\)](#)

[ITS53 IT Project Services \(Geographic Information Systems, Solution Providers, and Technical Specialists \[primarily IT project work\]\)](#)

[ITS53 IT Staff Augmentation](#) (3 contracts)

What you need to know

ITS19 Oracle Contract. The contract includes a 47 percent discount on all Oracle licenses regardless of quantity purchased. All Massachusetts government agencies except municipalities can also use the GSA contract. See the Contract User Guide for ITS19. Oracle’s name has changed to Oracle America Inc. (Vendor Line 3 on MMARS). The Oracle Contract has been renewed through 10/31/2014 and is expected to be extended again. Please check COMMBUYS for latest available information.

ITS42 Software Reseller Contract. Review the Contract User Guide for ITS42, as some contract usage requirements have changed since 2012. Contractors are Dell, SHI, and En Pointe. Quotes must be requested from ALL THREE vendors for orders over \$5,000, except for Microsoft products, which may be obtained only from Dell. Maintenance renewals no longer require three quotes. The replacement contract, ITS58, is now under development and will replace ITS42 on 7/1/2015.

ITS53 IT Project Contracts (three contracts). All contracts are project-oriented, generally for fixed-price, deliverables-based engagements in the areas of software and systems development, systems planning, systems integration, and other types of projects. The Solution Provider contract is for companies whose gross annual income exceeds \$4 million, and Technical Specialist is for smaller companies. The GIS contract is for Geographic Information Services regardless of company size. All three contracts expire on 6/30/2019. Review the Contract User Guide for these ITS53 contracts prior to using the contract.

ITS53 IT Staff Augmentation (three contracts):

[ITS53StaffAugCat1](#) – IT Services – Staff Augmentation Full Service Contractors, used if the Commonwealth Agency has not already identified a resource. Requirements are posted on [COMMBUYS](#), and the fifteen vendors respond by submitting candidate resumes to the Commonwealth Agency.

[ITS43StaffAugCat2a](#) and [ITS43StaffAug2b](#) – IT Services – Staff Augmentation Lower Overhead Contractors, used when the Commonwealth Agency has located a resource on its own. Category 2a is used if the resource does not already have an employer. The Category 2a vendor will hire the resource as their W-2 employee. Category 2b is used if the resource already has an employer. The Category 2b company will subcontract to the resource’s employer. Review the Contract User Guide and other documents in [COMMBUYS](#) for each contract (for example, the Rate Card showing maximum rates and guidance regarding [COMMBUYS](#)

Q. How do I find a certain type of programmer or skill set from ITS53?

A. Specialties are listed for Technical Specialists, Solution Providers and GIS vendors on the spreadsheet attached to the “Vendor Listing” in [COMMBUYS](#) for these contracts and also in the Contract User Guides. For Staff Augmentation (ITS53), identify your requirements, and the contractors will look for suitable candidates.

Q. How do I find a vendor on ITS53 for the services I need?

A. First, determine whether you are looking for services in scope for ITS43/ITS53:

ITS53 covers only services based primarily on intellectual work done by information technology professionals. Excluded services include document scanning, web hosting, automated network monitoring, and any other service provided principally through an automated process, data entry, equipment maintenance, geographic data collection, or other data collection that can be performed by non-IT professionals, standardized training courses, and application service provision. Many of these services are provided on Statewide Contracts.

If the work is in scope for ITS53, determine whether you need Staff Augmentation services or Project-based Services. With Staff Augmentation, you pay an hourly rate for the hours worked by a contractor, and your agency will manage the contractor’s activities. The contractor is paid by hours worked, not for accomplishments. With Project-based work, you establish specific deliverables and the cost of each deliverable. The vendor is only paid when the deliverable is accepted, regardless of how many hours he has worked. If you need Staff Augmentation services, use the templates on [COMMBUYS](#) to post each opening. If you need project-based services, select at least three companies from Technical Specialists or Solution Providers and request quotes from each. You may use the subcategory and/or specialty listings as described above or choose companies based on other criteria. Vendors are not limited to providing the specialties they have listed as long as the services are within scope for ITS53. The “Statement of Work” on [COMMBUYS](#) may be used to describe the project. You will not have all the information needed to complete the form, but you can use it to organize what you do know.

Q. How can I find an ITS53 vendor on the state contract?

A. Go to the contract in [COMMBUYS](#).

Q. Can I purchase directly from a software vendor if they offer a lower price than Dell (formerly ASAP), SHI, and En Pointe (the 3 ITS42 Software Resellers)?

A. Usually not, but there are exceptions. If another company offers a significantly better price, email Marge MacEvitt with the exact name of the software, the manufacturer name, “model number,” and software version, the lowest cost offered by an ITS42 Software Reseller, and the lower cost you were offered. Marge will contact the ITS42 Vendors to see if they can lower their prices. If not, and the amount is significant, use the process defined in the [05-19 OSD Policy Memorandum](#) to request permission to buy “off contract.” If granted, use the appropriate procurement method to obtain the software. Executive Departments must include copies of this email in their procurement files. If the amount spent over the useful life of the product is more than \$50,000, post the procurement on [COMMBUYS](#).

Q. What should I do if I post a Staff Augmentation opening on COMMBUYS and receive no viable responses?

A. Email Marge MacEvitt with the document number of the posting. She will investigate why no companies responded, and if no ITS53 vendors can meet your requirements, you will receive an email notification (Executive Departments must keep a copy of this email in their procurement files). You can then conduct the appropriate type of procurement to fill the opening. If the reason no companies provided viable responses was that the maximum Rate Card rate allowed for the employment classification was too low, agencies may contact [Ellen Wright](#) at ellen.wright@state.ma.us to obtain a Rate Card waiver.

Network Services and Equipment

Network services and equipment including, PBX, voice, data, and cellular, two-way radio and internet access and hosting services

Major contracts

[ITT40 Two-Way Radio Equipment and Services](#)

[ITT46 Network Services](#)

[ITT50 Converged Voice and Data Communication Systems, Services and Equipment](#)

Designated Statewide Contracts

[ITT12designatedITD Shared Tenant Switch \(PBX\)](#)

What you need to know

The IT contracts cover communication services for voice, data, and Internet and telecom equipment.

ITT46 includes services formerly available on ITT09, ITT37, ITT18, and ITT19designatedITD, in addition to other network services. ITT46 is a Statewide Contract for vendor-hosted network services.

ITT50 is a Statewide Contract for voice and data network services hosted at the contract user's premises.

E-Rate

Form 470 applications for ITT46 and ITT50 have been filed on behalf of public schools and libraries in the Commonwealth. A copy of the Form 470 for each Statewide Contract is published on the Forms and Terms tab on [COMMBUYS](#).

FAQs

Q. What equipment is available for purchase under ITT46?

A. ITT46 is primarily a services contract. Equipment at the customer premises is expected to remain the property of the vendor, with exceptions for termination equipment required at the demarcation point, desk sets, handsets, and distributed antenna systems.

Q. What if I have questions in connection with E-Rate filing?

A. Questions relative to E-Rate should be addressed to [the Schools and Libraries Division of the Universal Service Administrative Company](#).

Office, Equipment, Supplies and Services

Office, School, Library and Educational Equipment, Supplies and Services

Major contracts

[OFF20 Office, School and Library Furniture, Accessories and Installation, Statewide](#)

[OFF27 Document Solutions – Micrographic and Imaging Equipment & Services](#)

[OFF32 Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies](#)

[OFF35 Art & Instructional School Supplies](#)

[OFF36 Office Supplies, Recycled Paper and Recycled Envelopes](#)

[OFF37 Postage Equipment, Supplies & Service/Maintenance](#)

[PRF54 TELP \(Tax Exempt Lease Purchase\)](#)

[OFF30 Audio, Video, Studio Production, Presentation Equipment and Systems, Peripherals, Supplies and Accessories](#)

[OFF31 Small Package Delivery Services](#)

[OFF33 Print, Copy & Mail Services and Printed Promotional Products](#)

What you need to know

OFF32 Photocopier, Facsimile, Digital Duplicator Equipment and Service; Photocopier, Facsimile, Digital Duplicator and Printer Supplies:

The Equipment Confirmation Form (ECF) **MUST** be used for all Copier and Digital Duplicator leases and purchases. It is recommended to be used for Fax leases and purchases. This form requires both the Eligible Entity and the vendor to sign the form at 2 different points during the procurement process. Also note that the Equipment Confirmation Form is the **ONLY** paperwork requiring both the vendor and appropriate Eligible Entity signatures for the OFF32 contract (all other vendor paperwork is considered null and void). In the event a vendor insists on additional paperwork to be signed, please contact the OSD Strategic Sourcing Lead.

All equipment prices include delivery and installation statewide. Delivery is F.O.B. destination with no delivery or travel expenses paid by the Eligible Entity.

OFF36 Office Supplies, Recycled Paper and Recycled Envelopes: It has been discovered that vendors are not able to access certain buildings, particularly the McCormack Building at One Ashburton Place, Boston, without prior notification to the loading dock. Therefore, any agency that places an order for One Ashburton Place, Boston MUST notify the loading dock immediately at: <http://www.mass.gov/anf/property-mgmt-and-construction/facilities-mgmt-and-maintenance/state-office-bldgs/mccormack-bldg/mccormack-loading-dockcontractor-access.html>

OFF37 Postage Equipment, Supplies & Service (WSCA/NASPO) the successor contract will be OFF39 and its anticipated to be awarded by March 1, 2015.

PRF54 TELP (Tax Exempt Lease Purchase): This contract is for the acquisition of Tax-Exempt Lease Purchase (TELP) financing by Commonwealth Departments and other Eligible Entities (as approved by OSD or ANF) for information technology, telecommunications, motor vehicles, office automation equipment, photo copy or duplication equipment and other procurements authorized by OSD or ANF with a total value per TELP schedule of \$100,000 or more. Each Commonwealth Agency and eligible entity is responsible for executing their own TELP forms and paying its own invoices for TELP financing acquired from this Statewide Contract.

FAQs

Q. For OFF20, if a vendor is on the contract for a specific sub-category, can I order any furniture items within that sub-category?

A. No. Each vendor is awarded specific manufacturer brands they can sell within a specific sub-category. Refer to the document “OFF20 BiddersMfgAwardsBySubCategoryUpdate6_08” on [COMMBUYS](#) for a listing by sub-category showing each vendor and the manufacturer brand(s) they were awarded and allowed to sell.

Q. For equipment leased on OFF27 (Category 1A – Microfiche and Microfilm Equipment or Category 2A - Imaging Equipment), do I need to sign the Contractor’s lease agreement?

A. No. You must sign the OFF27 equipment confirmation form for OFF27 in [COMMBUYS](#). You can attach the internal lease document for the contractor to process but you do not sign their paperwork.

Q. When I need to lease equipment on OFF32 for copiers, digital duplicators, and facsimiles, do I need to sign their lease agreement?

A. No. You must complete and sign the OFF32 Equipment Confirmation Form in [COMMBUYS](#). You can attach the internal lease document for the contractor to process but you do not sign their paperwork.

Q. Where do I find all the prices for the vendors?

A. Most Office Contracts have the pricing either in [COMMBUYS](#) or on a website dedicated to the contract (website link found on the particular vendor in [COMMBUYS](#)).

Q. Is data stored on the hard drive of the copiers? If so, what steps can be taken to ensure this data is erased?

A. Hard drives on digital copiers do store data, and steps need to be taken to ensure data is erased when the copier is returned to the vendor at the end of lease/life. Also, depending on the type of data and access controls at each copier location, an entity might want to consider securing the data on the hard drive while the copier is on site. There are several options for securing data stored on the hard drives of digital copiers. Details regarding these options are included in the Contract User Guide for OFF32 on [COMMBUYS](#) or on our website.

Q. Do I have to get three quotes from Contractors on the OFF33 Printing contract?

A. For Category 1 Printing Services and Category 2 Copying Services, if you are an Executive Agency, the State Purchasing Agent directs that you use the in-house Commonwealth Printing Services for production, copying, and printing. All other eligible entities are strongly encouraged to get quotes from three OFF33 Contractors, one quote from each of the two in-house Contractors, Commonwealth Print Services (CPS), MA Correctional Industries (MassCor), and one additional quote from another OFF33 Contractor. Another option is that an Agency may elect to go directly to one of the two in-house printers without obtaining three quotes. If the eligible entity wants basic copying services listed on the Category 2 cost sheet, then three quotes are not required.

For Category 3 Mailing Services, three quotes are required.

For Category 4 Printed Promotional Products, items that are not on the OFF33 Category 4 cost sheet require three quotes.

Q. Can vendors awarded under Category 1 or Category 2 submit quotes on print or copy jobs that also contain a mailing component?

A. Yes. Vendors awarded under Category 1 Printing Services and Category 2 Copying Services may submit quotes on jobs that also contain mailing. However, they may not submit quotes for jobs that are strictly mailing.

Professional Services

Service contracts for our professionals who work for the Commonwealth under Finance and Training Services, Human Resource and Marketing and Professional Services, including Statewide Contracts that are OSD designated to specific departments.

Major contracts

Financial and Training Services:

[PRF51 Training Services](#)

Designated Statewide Contracts

[PRF55designatedOSC Debit Collection Services \(formerly PRF28designatedOSC\)](#)

[PRF56designatedOSC Audit, Accounting, Compliance, Security and Revenue Recovery \(Information Management, Security, PCI Compliance\)](#)

Human Resource and Marketing:

[PRF57 Enterprise Temporary Help Services; MHEC Contract #MC15-j03](#)

[PRF50 Marketing, Advertising, Public Relations & Event Planning](#)

What you need to know

PRF51 Training Services is intended to provide Training Services to public employees and workers in training areas that are not highly specialized. This contract provides services in the areas of Information Technology Training and Professional Development Training. There are four training service categories:

Category-I Information Technology Trainings

Category-II Professional Development Trainings

Category-III Instructional Design and Course Development

Category-IV Content Delivery

The delivery of Training Services may be provided as instructor-led, e-learning, blended learning, or any method in the future that a vendor and the SSSL agrees to. Trainings may be provided at the requestor's facility or at the vendor.

PRF55designatedOSC, Debit Collection Services replaced PRF28designatedOSC effective 2/1/2013 through 1/28/2016 with a two year renewal option to 2018 and is designed to maximize collections of departmental delinquent account receivables, enhancing the Commonwealth's revenues and using the most cost-effective methods and the highest professional standards. The debt collection services provided are available for all debts owed to Commonwealth agencies and legislatively authorized eligible entities of a non-tax revenue nature. Debts can include fines, fees, licenses, permits, interest income, assessments, third party payments, and any other type of receivable capable of being collected with the exception of revenues specifically governed by separate statutes such as revenues from taxes, lottery operations, Commonwealth investments, federal grants, Medicaid vendor overpayments, and debts of cities and towns. Departments with separate statutes to collect these other revenues may use this Statewide Contract if it meets the debt collection needs.

PRF56 designated OSD Audit, Accounting, Compliance, Security and Revenue Recovery (Information Management, Security, PCI Compliance). This contract includes Phase I of a multi-phase Statewide Contract for Audit, Accounting, Compliance, Security, and Revenue Recovery Services. This phase of this Statewide Contract replaces the expired CTRPCI2007 for Payment Card Industry (PCI) audits and adds a full suite of compliance audits and quality assurance reviews for information management systems including PCI and other data security audits related to revenue collection.

PRF50 Marketing, Advertising, Public Relations & Event Planning includes Full Service Marketing Companies, New Media Companies, Public Relations Companies, and Event Planners. Those companies receiving an award as a Full Service Marketing Company are qualified and expected to provide all such services defined in the contract. Engaging entities are expected to secure three bids through an RFQ from those companies they seek to conduct business with. Forward the completed RFQs to the SSSL identifying the three quotes received and the selected winning quote so the SSSL can track savings under this contract.

FAQs

Q. For PRF50, if an advertisement is developed by a department, is the department required to have one of the PRF50 vendors handle the media placement?

A. No. Departments or eligible entities may conduct their own media placement regardless of who developed the ad.

Q. If a vendor has received an award for Event Support, is he allowed to coordinate the event?

A. No. Event Support is different from Event Planning, which covers coordinating an event from start to finish. However, Event Support would allow the vendor to secure staffing for the event, graphics, and related marketing.

Q. What is the best way to address project price quotes versus hourly rates as shown for each vendor?

A. Project-based pricing has to be based on the awarded price schedule for a vendor and discounted from there. Departments are advised to compare a vendor's hourly rate against a project-based response to determine the best way to engage a vendor. When a project-based response is presented to a department, the list hourly rate **must** be shown as the basis for the project-based quote.

Public Safety

Rescue, Firefighting, and Emergency Equipment and Supplies, Road Salt, Homeland Security Services

Major contracts

[HLS01 Hazardous Incident Response Equipment](#)

Fire/EMS, Police Equipment, & Supplies:

[FIR03 Fire/EMS, Police Equipment, Supplies and Services](#)

Law Enforcement:

[FAC72 Security Services and Fence Rentals](#)

[LAW09 Firearms, Ammunition, Related Training Products, Services and Accessories](#)

[LAW14 Body Armor Vests](#)

Road Salt:

[VEH95 Sodium Chloride \(Road Salt\) Furnish and Delivery](#)

What you need to know

The Fire/EMS, Police Equipment & Supplies with Related Services & Repairs FIR03 has been renewed through 9/30/14. A list of contractors that have been renewed with pricing information is available on [COMMBUYS](#).

LAW09 Firearms, Ammunition, Related Training Products, Services and Accessories remains the contract in place for securing firearms and ammunition.

LAW12 Explosive Ordinance Detection, Mitigation and Disposal Equipment expired on March 31, 2014, with a new contract being developed by the Department of Fire Services.

Look at the [Emergency Response Reference Guide](#), which provides an overview of Statewide Contracts useful in an emergency and/or disaster situation.

FAQs

Q. Should my department pay for additional freight charges and fuel surcharges?

A. Statewide Contractors are not allowed to charge any additional freight and/or fuel surcharges. Departments should check invoicing carefully to ensure that additional charges are not included.

Q. Can a department purchase any other type of equipment not specifically identified and listed on the contractor's award price sheet?

A. Yes. Users may purchase any other type of equipment not specially identified on the contractor's award price sheet as long as it falls under the scope and description of the contract and the contractor's award.

Q. Are there any additional discount offers other than Prompt Pay Discount available under this contract?

A. Yes. Some contractors do offer additional discounts such as Volume Purchase Discounts and Dock Delivery Discounts. Refer to the "Contractors Award Information 2012-2014" on [COMMBUYS](#) to determine which contractors offer the additional discounts.

Q. Is there a contract that covers electronic or security systems, as FAC72 does not cover these?

A. Yes. See Statewide Contract FAC64.

Q. Can any entity use VEH95 Road Salt?

A. Yes. Eligible entities may be able to use the road salt contract if they were not part of the original bid. Those entities must submit the contract Memorandum of Understanding and Estimated Usage form to the OSD contract manager, who will negotiate the addition with the contractor.

Vehicles and Related Services

Vehicles and related supplies and services

Major contracts

[OVM08 Windshield and Glass Replacement for Vehicles](#)

[OVM09 Vehicle Rentals](#)

[OVM10 Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles](#)

[VEH83 New tires, Retreads, Retreading and Total Tire Management](#)

[VEH84 Fuel Cards](#)

[VEH84A Vehicle Maintenance Management and Accident Subrogation](#)

[VEH89 Motorized Vehicle Parts, Re-refined Motor Oil, Antifreeze and Bio-based and Other Lubricants](#)

[VEH92 Traffic Safety Products](#)

[VEH94 School Bus Maintenance](#)

[VEH95 Sodium Chloride \(Road Salt\)](#)

What you need to know

The above contracts are available for use to all departments of the Commonwealth and eligible entities.

OVM09 Vehicle Rentals. Vehicle reservations may be made online via the OVM website under ["Reserve an Enterprise Car."](#) Commonwealth Departments: note that the MMARS number corresponding to this Contract is OVM09.

OVM10 Purchase of Vehicles: Gasoline, Hybrid and Other Alternative Fuel Vehicles. [Learn more about purchasing Environmentally Preferable Products \(EPP\) and services.](#)

VEH89 Motorized Vehicle Parts, Re-Refined Motor Oil, Motor Oil, Antifreeze and Bio-based and Other Lubricants. Re-refined motor oils, remanufactured antifreezes, and bio-based/other lubricants are now categories to existing Statewide Contract VEH89 (motorized vehicle parts).

VEH94 School Bus Maintenance. This contract was developed in support of a need by municipalities to have a combined and uniform contract for the repair and maintenance of school buses in their municipality or school district.

FAQs

Q. If I need to purchase a new vehicle, which contract should I use?

A. The only Statewide Contract available for the purchase of vehicles is OVM10. This Contract contains gasoline, hybrid, and other alternative fuel vehicles (CNG/E85 flex fuel) currently available for purchase.

Q. How do I find and select a vehicle, accessories, and options on OVM10?

A. Start by locating the detailed list of all available vehicles on [COMMBUYS](#):

- ▼ In the spreadsheet, select which vehicle you would like by sorting by model year, fuel type, class, make, model, trim, MPG City, or MPG Highway.
- ▼ To use the filters at the top of each column, click on the down arrow in the bottom right corner of the heading title cell. Next, click on the box with the checkmark that says "Select all." Then click on the box(es) of the categories you are interested in.
- ▼ After verifying which vendor is selling the vehicle and the vehicle number, you can add options and/or accessories if desired. In [COMMBUYS](#), click on the document titled "(Vendor Name) Options and Accessories" for the vendor who

sells the vehicle you have selected. All accessories and pricing are listed on the first tab. Options and pricing tabs are labeled by vehicle number.

Q. Why do I see a \$1.50 fee on my Enterprise invoices?

A. This fee is a Vehicle Licensing Fee and is part of our new contract. Renters are responsible for payment of this fee.

Q. Under the Contract OVM09 with Enterprise, what are the geographic boundaries of this agreement?

A. The terms of OVM09 are applicable to all of Massachusetts, New Hampshire, Maine, Rhode Island, and Northern Connecticut.

Q. Are manufacturer warranties supported under VEH94?

A. Yes. The vendor Tri State Truck Center is an authorized service center for Freightliner and Bluebird. Contact them for scheduled warranty work and scheduled maintenance.

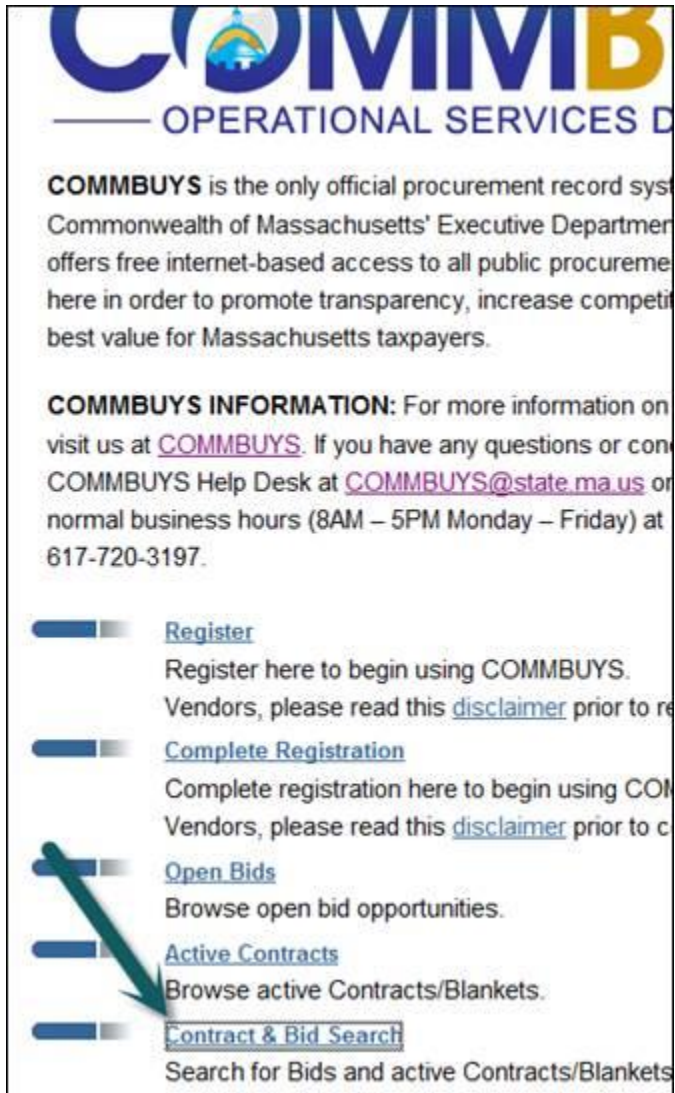
Q. Is road service available under VEH94?

A. Yes. Road service is available 24/7 at your facility.

Appendix A:

Locate A Statewide Contract (Master Blanket Purchase Order) in COMMBUYS

1. Navigate to www.commbuys.com.
2. Choose "Contract & Bid Search."



3. Click the radio button "Contracts/Blankets."



- Type the OSD Contract Code (i.e.- OFF36) in the "Contract /Blanket Description" field. Choose Statewide Contract in the "Type Code" field then the "Find It" button.

Advanced Search

Search for: ☐ Bids ☒ Contracts/Blankets

Search Using:

Contract/Blanket #

Contract/Blanket Description PO Type

Vendor Name Buyer

Type Code Bid #

Catalog

Expiration Date(MM/DD/YYYY): From: To:

Search Fields:

Item Description

Organization

Department

U N S P S C Segment-Family

U N S P S C Class

Commodity-EPP

Include Expired ☐

- The link to the contract, in this case OFF36, displays below the Search box. Choose the [vCurrent](#) to view the *Contract User Guide*:

Advanced Search

Search for: ☐ Bids ☒ Contracts/Blankets

Search Using:

Contract/Blanket #

Contract/Blanket Description PO Type

Vendor Name Buyer

Type Code Bid #

Catalog

Expiration Date(MM/DD/YYYY): From: To:

Search Fields:

Item Description

Organization

Department

U N S P S C Segment-Family

U N S P S C Class

Commodity-EPP

Include Expired ☐


Results

Contract/Blankets #	Bid #	Description	Vendor Name
C166513-vCurrent		OFF36	Conversion Vendor
PO-14-1080-OSD01-OSD10-00000000735		OFF36	Bay State Envelope - WBE
PO-14-1080-OSD01-OSD10-00000000741		OFF36	International Paper
PO-14-1080-OSD01-OSD10-00000000745		OFF36	Lindenmeyr Munroe

6. The *Contract User Guide* will display as an attachment in the Agency Attachments field. Some Comm-PASS information for which there was not a matching field in COMMBUYS was migrated as an attachment. To view the *Contract User Guide*, click on the link to the file.

Master Blanket Purchase Order C166513-vCurrent			
Header Information			
Purchase Order Number:	C166513-vCurrent	Release Number:	0
Status:	SPS - Sent	Purchaser:	Maryellen Osborne
Fiscal Year:	2014	PO Type:	Blanket
Organization:	Operational Services Division	Location:	1000L - Default Data Conversion Location
Department:	1000CONVD - Default Data Conversion Department	Entered Date:	12/16/2013 02:42:56 PM
Alternate ID:		Retainage %:	0.00%
Days ARO:	0	Release Type:	Standard Release
Print Dest:	If Different	Tax Rate:	
Detail:			
Catalog ID:			
Contact Instructions:	Maryellen Osborne, Strategic Sourcing Services Lead (SSSL), Address: Room 1017 One Ashburton Place Boston, MA 02108, Phone: 617-720-3138, Email: Maryellen.Osborne@state.ma.us		
Agency:	BayState_PriceFile_Final Commonwealth T.C ContractAdministrationFeeReport 02-13-2009 Lindenmeyr_PriceFile_Final List of Responding Bidders BEOS Office Supplies_Price File COMMPASS 01-17-2014 OFF36 OFF36ContractUserGuide_Revised		
Attachments:	OFF36_RFR_October 3, 2013 FINAL Amended on October 22, 2013 SGP Plan Form 3 reporting SaveSmartTemplate VBMason Office Supplies_Price File COMMPASS 01-17-2014 asallfrom speeds_PriceFile_Final C166513-vCurrent_00.docx		
Vendor:			

7. An Attachment File Detail box will display. Click on the file icon below and select open.

Attachment File Detail: OFF36ContractUserGuide_Revised	
Name:	OFF36ContractUserGuide_Revised
Description:	Contract User Guide
File:	
Size:	0 bytes
Uploaded:	01/21/2014 02:41:22 PM

CONTRACT USER GUIDE	
How to Use the Office Supplies, Recycled Paper and Envelopes Statewide Contract	
Contract #: OFF36	
Contract Duration: 01/01/2014 to 12/31/2016	

Appendix B: OSD Programs for Sellers

Small Business Purchasing Program (SBPP)

The [SBPP](#) supports the existence and growth of small businesses in Massachusetts by directing state spending for non-construction goods and services to eligible Massachusetts small businesses. The SBPP ensures State compliance with Executive Order 523, established in 2010 to recognize the importance of Massachusetts small businesses and the impact and challenges the latest recession has placed on them. Compliance with Executive Order 523 requires that procurements between \$10,000 and \$150,000 be awarded to participating small businesses in [COMMBUYS](#) if a SBPP participant business who responds meets or exceeds the solicitation or criteria.

A small business is any entity, including all of its affiliates combined, that:

- ▼ Has its principal place of business in Massachusetts.
- ▼ Has been in business for at least one year.
- ▼ Currently employs a combined total of 50 or fewer full-time equivalents in all locations.
- ▼ Has gross revenues as reported on the appropriate IRS tax form of \$15 million or less, based on a three-year average.
- ▼ Either for any entity attesting to Business Type "For-Profit" is organized under the laws of the Commonwealth or is properly registered to do business in the Commonwealth and is independently owned and operated OR for any entity attesting to Business Type "Non-Profit," i.e. 501(c), is registered as a nonprofit or charitable organization, is up-to-date on its filings with the Massachusetts Attorney General's Office, and is tax-exempt under Section 501(c) of the Internal Revenue Code.

The SBPP benefits small businesses by increasing contract opportunities with all Executive Departments conducting procurements of goods and services between \$10,000 and \$150,000 through:

- ▼ [COMMBUYS](#), which provides sellers with email notification of procurement opportunities and easy online submission of bids for resulting contracts.
- ▼ Inclusion in a Business Directory through which a small business can market their commodities and services to purchasers.
- ▼ Free instructor-led and online training about the SBPP, the Commonwealth's procurement process, and the Commonwealth's online market center, [COMMBUYS](#).

Access [the SBPP website](#).

Service-Disabled Veteran-Owned Business Enterprise (SDVOBE)

The [SDVOBE](#) Program invites service-disabled veterans who own business enterprises to participate in State contracting activity to promote supplier diversity. The program encourages the award of Statewide Contracts to SDVOBEs to increase business opportunities for them.

Supplier Diversity Office (SDO)

The [SDO](#) certifies minority- and women-owned businesses in the Commonwealth of Massachusetts that meet certain criteria to enhance a firm's ability to do business in public and private markets. Certification serves as a marketing tool that may give a firm a competitive edge to a bid. The Commonwealth of Massachusetts spends more than \$4 billion each year doing business with firms, and becoming SDO-certified can help business owners who seek contracts with the government. The SDO accomplishes the following:

- ▼ Publishes [a searchable and downloadable directory of certified MBEs/WBEs, M/WBEs, DBEs and certified minority and women-controlled, non-profit organizations.](#)
- ▼ Oversees Certification, the process by which the SDO reviews and investigates applicants who seek to participate in affirmative business opportunities to determine that they meet the requirements of state (M/WBE) or federal (DBE) statutes and regulations.
- ▼ Provides training and marketing tools for state-certified M/WBE/Small Business and monitors M/WBE goals for Executive Departments.
- ▼ Monitors MBE/WBE goals for all vertical public construction projects taking place in the 351 Commonwealth municipalities.
- ▼ Assists government agencies in meeting their affirmative purchasing and contracting goals by providing information on procurement opportunities and business resources to certified companies.

Supplier Diversity Office (SDO) Certification Unit

Massachusetts Supplier Diversity Office Certification is the process by which the SDO reviews and investigates applicants who seek to participate in affirmative business opportunities to determine that they meet the requirements of State and/or Federal statutes and regulations. SDO reviews applications for:

- ▼ Minority Business Enterprises (MBE).
- ▼ Women Business Enterprises (WBE).
- ▼ Minority Women Business Enterprises (M/WBE).
- ▼ Minority or Women Non-Profit Organizations (M/NPO and W/NPO).
- ▼ Disadvantaged Business Enterprises (DBE).

The Certification Director manages both state and federal certification efforts:

- ▼ State certification is governed by 425 CMR 2.00, and applicants are required to attend a pre-certification workshop and then submit the Certification Application to the SDO with supporting documents.
- ▼ Federal certification is governed by the Unified Certification Program (UCP), which certifies organizations as a Disadvantage Business Enterprise (DBE) with the U.S. government. DBE certification is a federal designation used in conjunction with U.S. Department of Transportation (US DOT)-funded projects and contracts. Federal certification is governed by 49 CFR 26. Applicants are required to attend a pre-certification workshop and then submit the Unified Certification Application (UCA) or State Certification Application to the SDO with supporting documents.

Disadvantaged Business Enterprise Supportive Services (DBE-SS)

Funded by the Federal Highway Administration, [DBE-SS](#) is a multi-phase instructional and goal driven program aimed at increasing the number of DBEs that are ready, willing, and able to compete successfully for transportation/highway construction projects. The DBE-SS Program consists of classroom components, technical assistance, meet the vendor events, networking opportunities, services matching assistance between subcontractors and primes, and access to trainings on procurement opportunities.

Supplier Diversity Program (SDP)

Established through Executive Order 524 to promote supplier diversity in public contracting, the [SDP](#) increases business opportunities for Minority and Women Business Enterprises (M/WBEs) to stimulate economic growth and promote and empower M/WBEs in public procurement. Program staff increase business for M/WBEs by:

- ▼ Instituting policies to encourage the award of Statewide Contracts to certified M/WBEs. The SDP requires all bidders for large procurements (\$150,000+) and Statewide Contracts to submit an SDP plan that includes a minimum commitment to using SDO-certified vendors.
- ▼ Encouraging all contractors interested in doing business with the Commonwealth to develop creative initiatives to help foster business relationships with certified M/WBEs, making a vendor's certification a marketing tool.
- ▼ Providing ongoing training and marketing opportunities for certified M/WBEs.
- ▼ Corresponding with liaisons who track procurement expenditures with M/WBEs in each of the Executive Departments.

All Executive Departments and participating entities set benchmarks for spending each fiscal year with certified MBEs and WBEs. SDP tracks departmental spending with both certified primes and subcontractors for all procurements. In FY12, spending with the SDP increased from FY11:

Group	Percent Increase	Total Expenditures
Combined M/WBE	7	\$822,193,350
MBE	1.62	\$243,338,712
WBE	9.5	\$578,854,638
Small Businesses	104	\$121,790,070

Construction Reform Program

The [Construction Reform Program](#) is charged with educating and monitoring the 351 municipalities that makeup the Commonwealth regarding Construction Reform Law, Chapter 193 the Acts of 2004, also known as Massachusetts General Laws chapter 149, section 44A-H. Municipalities must incorporate Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) goals into both the design and construction phase of a vertical construction project if that phase exceeds \$100,000. Effective January 1, 2012, the MBE and WBE participation combined goals for building construction and design awards and expenditures on new projects advertised on or after the effective date are:

- ▼ 10.4 percent combined MBE/WBE participation on construction contract awards.
- ▼ 17.9 percent combined MBE/WBE participation on design contract awards.

These goals apply to the construction, reconstruction, alteration, remodeling, repair, or demolition of any vertical public building or public work project by any city or town. Projects affected are those funded by the Commonwealth, in whole or in part (such as funding under the Massachusetts School Building Authority [MSBA], funding in any legislative appropriation, grant awards, reimbursements, and municipal commitments to use state funds, and the like).

The Supplier Diversity Office (SDO) enforces Construction Reform Law Chapter 193 by working in partnership with the Division of Capital Asset Management and Maintenance (DCAMM), the Attorney General's Office, and MSBA.

Seller Trainings

Basic Supplier Diversity Plan (SDP) Overview Webinar

Learn how to:

- ▼ Use your Supplier Diversity Office (SDO) certification to find opportunities for SDP partnerships.
- ▼ Market as an SDP participant to state entities.
- ▼ List your business as an interested bidder.

Who: For Minority, Women, and Disadvantaged Business Enterprises in process to be certified or SDO-certified businesses

Where: Online

Length: One hour

Register at https://www.sdo.osd.state.ma.us/WorkShop/xwrk_main.aspx.

Connecting Your Business to the Commonwealth

Learn:

- ▼ The bidding process for Statewide Contracts and where to find bidding opportunities.
- ▼ What the Small Business Purchasing Program (SBPP) is.
- ▼ How to become Supplier Diversity Office-certified and market to public entities.
- ▼ How the Supplier Diversity Program supports SDO-certified businesses.

Who: For the Business community.

Length: Three Hours

Register at https://www.sdo.osd.state.ma.us/WorkShop/xwrk_main.aspx.

How To Submit an Effective Supplier Diversity Plan Webinar

The OSD requires a Supplier Diversity Plan for all large procurements (\$150,000+) and Statewide Contracts. Learn how to complete a plan for all types of solicitations.

Who: For all bidders interested in learning how to submit an effective Supplier Diversity Plan.

Where: Online

Length: One hour

Register at https://www.sdo.osd.state.ma.us/WorkShop/xwrk_main.aspx.

Small Business Purchasing Program Overview Webinar

Learn about the Small Business Purchasing Program (SBPP). Learn how to:

- ▼ Find bidding opportunities and enter a bid response.
- ▼ Manage your online profile.

Who: For SBPP eligible and/or enrolled businesses. For SBPP eligibility criteria, visit <http://www.mass.gov/sbpp>.

Where: Online

Length: One hour

Supplier Diversity Office Pre-Certification Workshop

Required for all interested business owners who want to apply for certification as a Minority, Women, or Disadvantaged Business Enterprise (M/WBE). Learn about:

- ▼ The regulations, qualifications, and process, needed to begin the certification process.
- ▼ How to take advantage of opportunities for certified M/WBEs.

Who: For Minority, Women, or Disadvantaged Business Enterprises (non-certified)

Length: Two hours

Register at https://www.sdo.osd.state.ma.us/WorkShop/xwrk_main.aspx.

Appendix C: Procurement Acronyms

Acronym	Meaning
A&F or ANF	Executive Office for Administration and Finance
AG, AGO or OAG	Office of the Attorney General
AMP	Affirmative Market Program (Now known as the Supplier Diversity Office (SDO))
BSOB or BSB	Bureau of State Office Buildings
CTR or OSC	Office of the State Comptroller
DBE	Disadvantaged Business Enterprise
EFT	Electronic Funds Transfer
EOHHS	Executive Office of Health and Human Services
EPP	Environmentally Preferable Products
FAD	Fiscal Affairs Division
FEIN	Federal Employer Identification Number
FOI or FOIA	Freedom of Information Act
GSA	Government Services Administration
IG, IGO or OIG	Office of the Inspector General
ITD	Information Technology Division
ITP	Intent to Publish
LEA	Local Education Authority
MASSbuys	MASSbuys EXPO
MBE	Minority Business Enterprise
MMARS	Massachusetts Management Accounting and Reporting System
MIS	Management Information Systems
M/WBE	Minority- and Women-Owned Business Enterprise
NAICS	North American Industry Classification System
NASPO	National Association of State Procurement Officials
OAG, AG or AGO	Office of the Attorney General
OSA	Office of the State Auditor
OSC or CTR	Office of the State Comptroller
OSD	Operational Services Division
OSSP	Office of State Surplus Property
OVM	Office of Vehicle Management
QQ	Quick Quotes
PIC	Procurement Information Center
POS	Purchase of Service
QA	Quality Assurance
RFI	Request for Information
RFQ	Request for Quotations
RFR	Request for Response
SBPP	Small Business Purchasing Program
SSSM	Strategic Sourcing Services Manager
SSSL	Strategic Sourcing Services Lead
SSST	Strategic Sourcing Services Team

Acronym	Meaning
SDO	Supplier Diversity Office
SDP	Supplier Diversity Program
SWC	Statewide Contract
STAR	Statewide Training And Resources Exposition (Now known as MASSbuys Exposition)
T & C or Ts & Cs	Commonwealth Terms and Conditions including for Human and Social Services
TIN	Tax Identification Number
UFR	Uniform Financial Report or Uniform Financial Statements and Independent Auditor's Report
WBE	Women Business Enterprise
WTO/GPA	World Trade Organization/Government Procurement Agreement



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www.mass.gov/osd

MA Procurement Insights Blog: <http://blog.mass.gov/osd/>



[@Mass_OSD](https://twitter.com/Mass_OSD)